

WASHINGTON SCHOOL DISTRICT
311 Allison Avenue, Washington, PA 15301

POSTING

2023

POSITION:	Full-time Paraprofessional – Special Education
LOCATION:	Washington School District
TERM OF EMPLOYMENT:	186 days – 7 hours/day 7:30-3:00 Monday – Friday
AVAILABLE:	2023-2024 School Year
HOURLY RATE:	Contractual
DEADLINE:	Until position is filled

QUALIFICATION REQUIREMENTS:

- Experience working with students with disabilities, specifically students with social and emotional needs
- High school diploma or its equivalent
- Act 34, Act 151, FBI clearances, ACT 126, ACT 24, ACT 168
- Computer proficiency preferred
- Must meet one of the following Chapter 14 Paraprofessional criteria:
 - (i) Have completed at least 2 years of postsecondary study.
 - (ii) Possess an associate degree or higher.
 - (iii) Meet a rigorous standard of quality as demonstrated through a State or local assessment (Proficiency on the testing given at Personnel Staffers in McMurray)

JOB DESCRIPTION

Instructional paraprofessionals work under the guidance of both general and special education teachers to support educational programming. Paraprofessionals may be called classroom aides, teacher assistants, instructional aides, or job coaches.

PERFORMANCE RESPONSIBILITIES:

The following are examples of duties to be performed. The list is not comprehensive, and the individual is not limited to the outlined responsibilities. **Additional duties may be assigned at the discretion of the administrator or designee.**

- Must complete 20 hours of PDE mandated training annually.
- Follows District Guidelines to ensure the safety of all students, visitors, and school personnel.
- Maintain a high level of ethical behavior and confidentiality of information about students(s).
- Demonstrate the ability to remain and respond calmly and objectively to a variety of situations.
- Maintain positive work habits and perform duties efficiently and productively
- Supervises and assists students in the completion of their assignments.
- Filing; record keeping; data collection; copying.
- Working with teachers and student(s) in various settings.
- Provide direct supervision for assigned student(s).
- Riding a van to monitor behaviors.
- Transporting and/or assistance of transporting students
- Assist with implementation of behavior management plans, IEPs and/or Chapter 15 plans developed for special needs students.
- Assist with lunch, snack, and clean up routines.
- Assists students with toilet needs, feeding, dressing, and physical movement.
- Assist young or disabled student(s) in getting on and off the van in an orderly fashion.
- Participate in job-related training.
- Proficient oral and written communication skills.
- Works as a tactful, harmonious, and resourceful team member in providing the highest quality service to students, parents

and staff.

- Ability to deal effectively with student(s) with educational, social, emotional and/or physical support needs.
- Provide targeted academic instructional assistance to students.
- Assist in facilitating and supporting secondary transition programming and services for students ages 14 through 21, including but not limited to travel training, job coaching, community vocational activities, etc.
- Utilize de-escalation techniques including restraints following procedures from crisis intervention trainings.
- Must have a valid driver's license with a clean driving record and is willing to transport students in district approved vehicles.
- **ANY OTHER DUTIES AS ASSIGNED BY ADMINISTRATION**

ADDITIONAL WORK ENVIRONMENT NOTES:

1. Frequently required to work at fast pace.
2. Required to be able to physically implement restraints as directed through specific restraint training when a student is in danger of hurting self or others.
3. Requires considerable concentration and creativity.
4. Subject to stress caused by a changing environment, diversity in the organization, tight deadlines, and workload.

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

SUBMIT LETTER OF INTEREST TO:

Lisa Coffield, Executive Assistant to the Superintendent
Washington School District
311 Allison Avenue, Washington, PA 15301
OR lcoffield@prexie.us

The Washington School District is an equal opportunity employer.