

**WASHINGTON SCHOOL DISTRICT**  
**311 Allison Avenue, Washington, PA 15301**

**ANTICIPATED POSTING**

March 18, 2022

**POSITION:** **PART-TIME PARAPROFESSIONALS**  
**LOCATION:** Washington Park Elementary School  
**TERM OF EMPLOYMENT:** 186 days – 5 hours/day  
Hour are TBD based upon need  
**HOURLY RATE:** Contractual  
**DEADLINE:** Internally: March 29, 2022

**QUALIFICATION REQUIREMENTS:**

- High school diploma or its equivalent
- Act 34, Act 151, FBI clearances, ACT 126, ACT 24, ACT 168
- Computer proficiency preferred
- Completed two (2) years of study (48 semester hours) at an institution of higher education OR
- Obtained an Associate's degree or higher OR
- Proficiency on the testing given at Personnel Staffers in McMurray

**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 administration or designee.

- Must complete 20 hours of PDE mandated training annually.
- Follows District Guidelines to insure 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.
- Perform duties efficiently and productively.
- Filing; record keeping; copying.
- Operate standard equipment.
- Working with teachers and student(s) in various settings.
- Provide direct supervision for assigned student(s).
- Riding a van to monitor behaviors.
- Transporting students
- Follow behavior management plans, IEPs and/or Chapter 15 plans developed for special needs students.
- Assist with lunch, snack and clean up routines.
- Provide physical assistance to both male and female special needs student(s) with identified accommodations.
- Assist with dressing and undressing of both male and female student(s) – and changing of soiled clothing.
- 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, emotional and/or physical support needs.
- Provide targeted academic assistance to students.

**- ANY OTHER DUTIES AS ASSIGNED BY ADMINISTRATION**

**SUPERVISION RECEIVED:**

Works within the prescribed policies and regulations under the immediate supervision of the classroom teacher and administration.

**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](mailto:lcoffield@prexie.us)

**The Washington School District is an equal opportunity employer.**