

WASHINGTON SCHOOL DISTRICT
311 Allison Avenue, Washington, PA 15301
POSTING
July 31, 2025

POSITION: 2 Full-time Paraprofessionals – Special Education (Grades K-6)

LOCATION: Washington Park Elementary School

TERM OF EMPLOYMENT: 186 days – 7 hours/day
Monday – Friday

HOURLY RATE: Contractual

DEADLINE: Internally: August 7, 2025
Externally: Until positions are filled

QUALIFICATION REQUIREMENTS:

- Experience working with students with disabilities
- 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

The Paraprofessional in Special Education plays a vital role in supporting students with diverse learning needs in grades K-6. This position provides direct support to students with disabilities, assists in implementing Individualized Education Plans (IEPs), and helps create an inclusive learning environment. The paraprofessional will work closely with teachers and other school staff to ensure the academic, social, and emotional needs of students are met effectively and safely. The skills supportive to this role include, but are not limited to, Ability to work effectively with students with diverse disabilities, including intellectual disabilities, autism, traumatic brain injury, and other health impairments, strong communication and interpersonal skills. Ability to remain calm and objective in stressful or challenging situations, and ability to collaborate effectively with team members, teachers, and administrators. The physical demands of the job includes, but are not limited to, ability to assist students with physical needs, including lifting or supporting students as needed, ability to stand, sit, bend, and move around the classroom and school facilities, and must be able to ride and/or drive in district-approved vehicles and supervise students during transportation.

PERFORMANCE RESPONSIBILITIES:

The following duties represent examples of responsibilities typically assigned to Special Education Paraprofessionals. This list is not exhaustive, and duties may be modified or assigned at the discretion of the building administrator or designee to meet the needs of students and the school community.

- **Complete Annual Training:** Successfully complete 20 hours of Pennsylvania Department of Education (PDE)-mandated training annually.
- **Ensure Safety:** Follow all district safety protocols to protect students, staff, and visitors across school settings.
- **Maintain Confidentiality:** Uphold strict confidentiality regarding student information, demonstrating ethical and professional conduct at all times.
- **Respond to Situations Calmly:** Remain composed and objective when addressing unexpected situations or student behaviors, using appropriate judgment and response.
- **Exhibit Positive Work Habits:** Demonstrate professionalism, reliability, and a strong work ethic in all assigned responsibilities.

- **Support Academic Instruction:** Assist students with assignments and instructional activities under the guidance of certified staff, fostering academic engagement and growth.
- **Deliver Targeted Instructional Support:** Reinforce instructional content aligned with students' individualized education program (IEP) goals and identified learning needs.
- **Student Supervision and Assistance:** Monitor student behavior and provide proactive academic and behavioral support to promote success and independence throughout the school day.
- **Provide Direct Supervision:** Supervise assigned students during instructional and non-instructional times, including transitions, to ensure safety and appropriate conduct.
- **Implement Behavioral Plans:** Support the implementation of behavior management plans, IEPs, and Chapter 15 service agreements tailored to individual student needs.
- **Clerical and Classroom Support:** Perform clerical tasks such as filing, copying, and maintaining records to contribute to an organized and efficient classroom environment.
- **Efficient Task Completion:** Complete assigned duties promptly and accurately while maintaining attention to detail and professionalism.
- **Operate Equipment:** Safely and effectively operate standard office and classroom equipment necessary for daily tasks.
- **Collaborate with Staff:** Work collaboratively with teachers, therapists, and other staff to support student learning and promote inclusive practices.
- **Communicate Effectively:** Use clear and respectful oral and written communication when interacting with students, staff, and families.
- **Foster Team Environment:** Serve as a dependable and cooperative team member who contributes to a positive and productive school culture.
- **Support Daily Routines:** Assist students with daily routines such as snack, lunch, hygiene, and classroom transitions to ensure consistency and structure.
- **Assist with Activities of Daily Living:** Provide personal care support as needed, including toileting, feeding, dressing, and physical assistance, in a respectful and dignified manner.
- **Support Students with Diverse Needs:** Offer academic and behavioral assistance to students with a range of emotional, physical, cognitive, and social needs.
- **Serve Students with Disabilities:** Work with students across disability categories, including but not limited to Autism, Intellectual Disability, Traumatic Brain Injury, Learning Disabilities, Speech/Language Impairments, Hearing or Vision Impairments, Other Health Impairments, and Multiple Disabilities.
- **Engage in Professional Development:** Participate in ongoing training and development opportunities to enhance skills and remain current on best practices.
- **Support and Monitor Student Transportation:** Assist with safe loading, unloading, and behavioral monitoring of students during transportation. Ride school vans or buses as needed and maintain a valid driver's license and clean driving record to operate district-approved vehicles when required.
- **Fulfill Additional Duties:** Perform other duties as assigned by school or district administration to support student success and program effectiveness.

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

The Washington School District is an equal opportunity employer.