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Erie's Public Schools
148 West 21st Street
Erie, PA 16502-2834
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An Equal Opportunity Employer

Position Title: Paraeducator/Teacher Assistant – Traveling (1)

Term of Employment: 9 month position

Reporting Relationship: Reports to building principal, classroom teacher, and Special Education Supervisor

Current Home Location(s): Perry

Salary: Tier II: \$12.48 (beginning salary); \$12.77 (after 6 month probation)

Position Summary: The Para-Educator Teacher Assistant will reinforce the classroom teacher's instruction, guide practice on specific skills, and provide tutorial assistance when needed.

Qualifications:

- High School Graduate & Highly Qualified Paraprofessional Status (Certificate) by the Erie School District or the State of Pennsylvania
- Certified in First Aid & CPR
- Handle with Care Certification
- Demonstrate ability to collaborate with educators and students. Working knowledge of Erie School District policies, procedures, and organizational structure.

Special Requirements:

- Physical requirements are the same as those encountered in the course of a typical professional school environment
- Must have capacity and strength to lift physically handicapped students, some of whom weigh 100 lbs. or more

Experience:

- Experience in behavior management systems
- Ability to intervene in crisis situations where violent behaviors are being exhibited
- Ability to conduct educational activities with student under the direction of the teacher
- Assist in inclusion experiences with students and with students during bus transportation

Essential Duties and Responsibilities:

- Facilitate small group instructional activity as directed by classroom teacher
- Supervise and monitor students as directed by classroom teacher
- Assist with clerical duties
- Be part of the crisis intervention team within the classroom
- Implement and assist with behavior modification programs for students
- Accompany students in hallways, cafeteria, lavatory and regular class assignments
- Assist students during transportation and toileting/diapering situations
- Perform other duties as assigned by building principals, classroom teacher or Supervisor including but not limited to assisting with personal care needs of students

Evaluation: Conducted by building principal

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

INTERESTED APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST AND RESUME TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21ST STREET, ERIE, PA 16502, NO LATER THAN 3:30 P.M. OCTOBER 31, 2016.

APPLICANTS NOT CURRENTLY EMPLOYED BY THE DISTRICT MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK.

POST: 8:00 AM OCTOBER 19, 2016

REMOVE: 3:30 PM OCTOBER 31, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, DISABILITY OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.