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**FOR CURRENT LOCAL 1968 EMPLOYEES ONLY
ASSIGNMENTS AVAILABLE FOR TRANSFER (1)**

Positions Title: School District Teacher Assistant

Term of Employment: 9 month position

Reporting Relationship: Reports to building administration

Location: Diehl

Salary: Tier I: \$13.77 (beginning salary); \$14.18 (after 6 month probation)
Tier II: \$11.54 (beginning salary); \$11.87 (after 6 month probation)

Position Summary: This position will be providing services to the school personnel by assisting the office and copy needs of the building.

Qualifications:

- **Education and Experience:** High School Graduate (preferred): Highly Qualified Paraprofessional Status (Certificate) by the Erie School District or the State of Pennsylvania
- **Certified in First Aid & CPR**
- **Clearances:** Must hold or obtain FBI, State Police, and Child Abuse clearances
- **Essential Skills:** Demonstrate ability to collaborate with educators and students. Working knowledge of Erie School District policies, procedures, and organizational structure.

Essential Duties and Responsibilities:

- Assist the teacher to perform various clerical and monitorial duties as assigned and to assist the building Principal
- Run copy machines and various other instructional equipment
- Any additional duties that are necessary to support the building

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.

Erie's Public Schools
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An Equal Opportunity Employer

INTERESTED APPLICANTS SHOULD APPLY IN WRITING NO LATER THAN 3:30 PM **JULY 11, 2016**, TO THE HUMAN RESOURCE DEPARTMENT, 148 WEST 21ST STREET, ERIE PA 16502. BARGAINING UNIT PERSONNEL APPLYING SHOULD PROVIDE MR. RAY FERRITTO, BUSINESS AGENT-LOCAL 1968, WITH A COPY OF THEIR LETTER OF INTEREST (LOCATED AT ADMINSTRATION BULDING).

POST: 8:00 AM JUNE 27, 2016
REMOVE: 3:30 PM JULY 11, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP 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) 874-6000.