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Positions Title: School District Teacher Assistant

Term of Employment: 9 month position

Reporting Relationship: Reports to building administration

Location: Joanna Connell

Salary: 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.

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. JULY 1, 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.

Erie's Public Schools
148 West 21st Street
Erie, PA 16502-2834
P: 814.874.6000
F: 814.874.6049
www.eriesd.org

POST: 8:00 AM JUNE 21, 2016

REMOVE: 3:30 PM JULY 1, 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.