

IMMEDIATE POSTING

JULY 21, 2020

WOODLAND HILLS SCHOOL DISTRICT

TITLE: Two (2) Paraprofessionals

BUILDING: Dickson Prep/Middle School

REPORTS TO: Principal or Special Education Supervisor

QUALIFICATIONS:

- High School Graduate or equivalent
- The Federal No Child Left Behind Act of 2001 requires a secondary school diploma as well as the following:
Completed two (2) years of study at an institution of higher education (48 credits minimum) or possess an associate's or higher degree.
- Must be computer literate and must possess ability to operate a variety of office equipment including, but not limited to, photocopiers and audio-visual equipment

GENERAL SUMMARY:

Paraprofessionals assist students with special needs under the direction of a certified teacher. Paraprofessionals generally work in an inclusionary setting (i.e. least restrictive environment).

The paraprofessional assists the teacher in general daily classroom activities, help special needs students, and cares for their physical, emotional health and safety, affirming their abilities, and striving to promote dignity in all relationships.

DUTIES AND RESPONSIBILITIES:

- Provide assistance to multiple support areas which could include, but not limited to Autistic Support, Emotional Support, Learning Support and Life Skills Support as assigned. Provide one-on-one assistance as indicated by the IEP or 504 service agreement.
- Follow IEP (Individualized Educational Plan) to assist student(s) in specified needs
- Follow all policies for classroom procedures.
- Maintain student supervision at all times including transition, P.E. and transportation periods.
- Attend necessary training sessions associated with the job assignment, as needed.
- Support special education students in a co-teaching model.
- Assist the teacher in devising special strategies for reinforcing materials or skills based on an empathetic understanding of the individual student and his/her needs, interests and abilities.
- Work with students who may be aggressive or disruptive in class.
- Provide behavior support, which may include physical management (training

- provided upon hire).
- Engage in consultation and collaboration with Special Education and Regular Education Teachers as well as related service staff.
 - Assists teacher as needed with planning, preparation, and distribution of classroom materials.
 - Communicate effectively with students, teachers, and parents.
 - Anticipates and effectively addresses unforeseen crises associated with working with large groups of children. Alerts the teacher to any problem or situation about the student that may affect classroom instruction or management.
 - Provides individualized and small-group instruction to reinforce skills that have been taught by the teacher.
 - Maintains confidentiality, and unquestionable integrity.
 - Complies with Federal and State Law and District policies and regulations.
 - Performs other duties as assigned by the supervising teacher, building Principal or Director of Special Education.

TERMS OF EMPLOYMENT:

7.5 hrs/day (183 or 187 days) position.

Salary determined by negotiated contract.

Candidates interested in being considered for the above position should submit a Standard Application, resume, letter of interest, transcripts, PA State Criminal, Child Abuse History and FBI Clearances, and three letters of reference, on or before 3:00 p.m., July 28, 2020, to the Woodland Hills School District Personnel Department, Administrative Office, 531 Jones Avenue, North Braddock, PA., 15104.