

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: ECSS Paraeducator

QUALIFICATIONS: In order for a paraeducator to transfer from one program to another, the candidate must meet the minimum requirements set forth, below, by the individual program. Additional guidance may be found in current Bargaining Agreements. Bilingual skills required (English/Spanish) at centers where this support is needed for students.

A. Educational requirements:

1. Early Intervention & School-Age: (as per IDEA and PA Chapter 14 regulations)
 - a. Completion of at least 2 years of postsecondary study; or
 - b. Possess an Associate degree or higher; or
 - c. Meet a rigorous standard of quality as demonstrated through a state or local assessment, as follows:
 - Obtain and maintain a current Child Development Associate (CDA) credential through any credit bearing coursework offered by an institute of higher education; or
 - Approval of an alternative standard of quality by the Bureau of Early Intervention Services in the Office of Child Development and Early Learning (OCDEL); or
 - Complete and pass the Pennsylvania Special Education Paraeducator Credential of Competency offered through the Pennsylvania Training and Technical Assistance Network (PaTTAN).
 2. Head Start: (as per Head Start regulations)
 - a. High school diploma or general educational development certification (GED) required. Associate degree in ECE and/or current CDA preferred.
 - b. One year experience working with preschool aged children, preferred
 - c. Must be willing to obtain CDA within the timeline set by the program and maintain a current CDA.
 3. Pre-K Counts: (as per Pre-K Counts statutes, regulations, and guidelines)
 - a. Completion of at least 2 years of postsecondary study or the equivalent; or
 - b. Possession of an Associate degree or higher; or
 - c. Meet a rigorous standard of quality and the demonstration of knowledge through a formal state or local academic assessment or possess and maintain current Child Development Associate's (CDA) certificate
- B. Ability to perform the following physical activities; stoop, run, sit, stand, walk, bend, lift students, carry thirty (30) pounds, be outside in all seasons, prepare food, hear within normal ranges, and see within normal ranges.
- C. The employee in this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance or other state or federal healthcare program. Clearance as provider under such programs by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.
- D. Ability to relate well to students and families.
- E. Minimum of 18 years old.
- F. Early Intervention and School-Age:

1. Experience working in settings with ABA (applied behavior analysis).
 2. Ability to travel between locations within the work day.
- G. Head Start:
1. Current and former parents of Head Start children are given consideration for employment vacancies for positions in which they have applied and are qualified.
- H. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO: Classroom teacher and/or classroom supervisor

POSITION GOAL:

Assist the teacher in supervising students, in helping plan and implement a curriculum, and in creating an environment which responds to the needs of the students in the classroom. When applicable, assist IEP teams in implementing IEP goals and objectives.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this non-certificated position include, but are not limited to, the following fundamental duties:

- A. Greet parents and visitors.
- B. Help students develop self-help/adaptive skills by actively participating in all phases of mealtime activities, toileting, and dressing activities, including diapering.
- C. Monitor activities to ensure the safety and well-being of students at all times.
- D. Assist in actively supervising students independently and assist with students of all abilities under the supervision of the teacher.
- E. Help prepare for and participate in activities, and clean up after activity.
- F. Assist students to participate in daily activities to gain independent skills which are aligned with the Pennsylvania Learning Standards and/or the Head Start Early Learning Outcomes Framework.
- G. Contribute to daily and weekly planning and evaluation sessions and carry out planned activities for individuals, as well as groups.
- H. Assist in evaluating individual students and in data collection/recordkeeping.
- I. Under the direction of the teacher and/or team, work with individual students to address needs identified in an IEP, and participate in activities designed by the teacher/therapist under their direction to implement, and collect data on IEP objectives, when applicable.
- J. Assist with the completion and maintenance of applicable paperwork and documentation, as required by the program.
- K. Maintain information pertaining to BCIU sites, programs, students, and their families in a confidential manner.
- L. Participate in activities planned for families and promote community connections.
- M. Attend meetings and professional development opportunities, and maintain records of such attendance, as required by program and/or supervisor.
- N. Assist in the maintenance and cleanliness of the classroom, including cleaning and sanitizing toys, furniture, and materials.

- O. Acquire necessary technology skills needed to complete required program duties effectively and efficiently.
- P. Work cooperatively with an attitude of support as a member of the team.
- Q. Adhere to and implement BCIU policies, procedures, and directives. This includes all state and federal guidelines applicable to programs administered by the BCIU.
- R. Perform other job-related duties as assigned.

TERMS OF EMPLOYMENT:

As per the designated collective bargaining agreement or program guidance.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational and service organization.

Print Name	
Employee Signature	Date:

Revised: June 26, 2024

CC: Employee File