



**HAMPTON TOWNSHIP EDUCATION
SUPPORT PROFESSIONALS PERSONNEL POSTING**

POSITION: Class III Paraeducator(s) (7 hours per day/10 month position) – Multiple Positions
BUILDING: TBD

REQUIREMENTS/QUALIFICATIONS:

- Minimum High School Diploma and completion of the Credential of Competency, *OR* Associates Degree, *OR* at least 48 college credits.
- Performs assigned instructional, support, communication and clerical duties in order to provide maximum support to students with disabilities.
- Develops and maintains a rapport with students and staff.
- Maintains a positive and supportive attitude when working with students with disabilities.
- Communicates and interacts effectively with students, teachers, staff, administrators, and school visitors.
- Follows oral and written instructions, functions independently and organizes work schedule.
- Maintains confidentiality both in and outside the school setting.
- Understands the responsibilities of working with students with special needs.
- Participates in CPR and First Aid training and other assigned trainings provided by the District, as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists students with academic tasks and provides practice and follow-up activities as directed by the special education teacher or other professional staff.
- Assists and monitors students with organizational skills in various settings.
- Guides students in use and mastery of instructional equipment and software.
- Escorts student(s) to and from assigned areas when necessary and supervises student(s) on playground, cafeteria, or other non-instructional areas during the school day as well as emergency drills.
- Maintains a working familiarity of student health concerns (e.g., seizures, diets, ambulation, etc.), and adheres to written procedures regarding such concerns.
- Assists related service providers with activities as stated in the IEPs.
- Assists assigned student(s) who have identified needs for self-help or self-care skills such as toileting, diapering, dressing, feeding, positioning, and other personal care needs as designated in the IEP.
- Provides students with positive, supportive encouragement to promote the development of appropriate social skills, social interactions and the display of school appropriate behavior as outlined in the IEP and/or Positive Behavior Support Plan.
- Accompanies and supervises assigned students during regular work hours to community-based activities, jobs outlined in the IEP, field trips, or general bus runs assigned by the special education teacher, principal, or other administrators.
- Promotes student independence in all settings.
- Maintains confidentiality of all information concerning students, staff, or parents/guardians at all times and chooses the appropriate time, place and supervisor to discuss issues of concern.
- Assists with clerical, organizational tasks, and data collection related to progress monitoring of IEP goals.
- Participates in professional development activities as directed and follows established procedures for documentation of such activities.
- Completes other tasks as assigned by teacher, principal, or other administrators.

SALARY: In accordance with the terms of current negotiated agreement between the Hampton Educational Support Personnel Association and the Hampton Township School District.

APPLICATION PROCESS: Please note, all *current* Contract employees must complete or update an application through the District website's "AppliTrack" program. It is not necessary to provide requisite documents that are already on-file in the District office.

All external candidates ***must*** complete an application through the District website's "AppliTrack" program. No paper applications will be accepted.

SPECIAL CONDITIONS: If the successful applicant for this position is not currently employed by the Hampton Township School District, it will be necessary to secure requisite clearances in compliance with the mandatory background checks, including the following: Act 34 - Pennsylvania Criminal History Record Check as amended by Act 24 of 2011, Act 151 - Pennsylvania Child Abuse History Record Check, Act 114 - Federal Criminal History Record Check (fingerprint check), Mandated Reporter Training (Act 126), and, the Act 168 Disclosure Release (Pre-employment Sexual Abuse/Misconduct Disclosure).

CLOSING DATE: Open until filled.