



HAMPTON TOWNSHIP SCHOOL DISTRICT EDUCATION SUPPORT PROFESSIONALS PERSONNEL POSTING

POSITION: Substitute Clerical Paraprofessional (multiple positions)

BUILDING: District-wide

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma required
- Demonstrates a working knowledge of Microsoft Office, technology, and office equipment to support students and teachers
- Maintains a positive and supportive attitude when working with students and staff
- Communicates and interacts effectively with students, teachers, staff, administrators, and school visitors
- Follows oral and written instructions, functions independently and organizes work schedule
- Maintains a confidentiality both in and outside the school setting

DUTIES: Clerical duties, cafeteria and student supervision.

HOURLY RATE: \$15.00 per hour for Days 1-20; \$15.50 per hour for Day 21+ (days do not have to be consecutive).

APPLICATION PROCESS: 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: Ongoing.

AppliTrack Job ID: 1191