



HAMPTON TOWNSHIP EDUCATION SUPPORT PROFESSIONALS PERSONNEL POSTING

POSITION: Class II - Clerical Paraprofessional (7 hours/day)

BUILDING: Hampton Middle School

Beginning with the 2026-2027 School Year

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma required, Associate's Degree preferred
- Demonstrates a working knowledge of Microsoft Office, technology, and office equipment to support students and teachers
- Develops and maintains a rapport with students and staff
- Maintains a positive and supportive attitude when working with students
- 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
- Participates in professional development workshops and in-service activities

DUTIES: Clerical duties, cafeteria and student supervision.

SALARY: In accordance with the terms of the current negotiated agreement between the Hampton Education Support Professionals 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; however, applications received by September 2, 2026 are guaranteed a review.

A copy of the current job description for this position is available in the District Office or through the Hampton Education Support Professionals Association President.