



NORTH ALLEGHENY SCHOOL DISTRICT

JOB PROFILE: SUBSTITUTE PARAPROFESSIONAL

Reports to: Substitute Services Coordinator

Classification: Contingent

Hours/Day: Varies

Type/Days/Year:
Academic School Year

Purpose/Summary

A substitute paraprofessional will act as a special education assistant, student services assistant and/or secretary due to the unavailability of the primary individual who normally fills that role. They will provide support services for identified students assigned to select regular and/or special education environments; to work collaboratively with other staff to provide students with academic, emotional, social, behavioral and/or physical support.

They also will provide confidential secretarial, clerical and administrative support to a principal, assistant principal, department or building. They will contribute to a smooth and efficient operation resulting in a maximum positive impact on the educational environment; maintain records and materials; act as a liaison and information conduit among the department, students, staff members, parents, and/or the community.

Finally, they will provide assistance to building staff with supervision of students throughout the building, lunchroom and at recess.

Essential Duties and Responsibilities

- Assist students with disabilities and their needs as defined in the Individualized Education Program (IEP).
- Assist students with disabilities in attaining goals and reinforcing material initially introduced by the classroom teacher.
- Facilitate accommodations, prepares adapted/modified materials and assists students with disabilities on completion of adapted/modified materials under the direction of the classroom teacher.
- Foster and promote independence of students with disabilities at all times, without jeopardizing safety.
- Facilitate the movement and provide supervisory assistance for students with disabilities throughout the building, playground, and/or bus in a safe manner, as directed.
- Serve as a resource person to the special education team, in collaboration with professional staff.
- Provide data collection to Special Education team when requested.
- Complete and submit Access billing when requested.
- Perform all secretarial/clerical projects and duties as directed and required by building principal, assistant principal, department and or building.
- Transmit/receive all correspondence via telephone, email and surface mail and process the correspondence; schedule appointments and make appropriate arrangements for meetings.
- Organize and maintain filing systems.
- Maintain necessary student information systems and data bases; generate and provide necessary reports from these resources.
- Process necessary correspondence, at the direction of supervisor, to parents or community.
- Assist students during lunch and provide supervision during recess periods.
- Provide support to staff for educational projects.
- Prepare classroom materials (art work, lists, projects, etc.)
- Assist in classroom behavior management.
- Fulfill other duties and tasks assigned by building principal, assistant principal, supervisor for the day and or/classroom teacher.

Education and/or Experience

High School diploma

Certifications, Licenses, Registrations

- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training (through approved provider established by the Pennsylvania Department of Education)
- Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Knowledge of current office technology devices and applications. Ability to think critically and problem solve. Ability to organize, manage and communicate electronically.

Academic Skills - Knowledge of K-12 Education and ability to understand, manage and organize resources to support the specific school. Ability to learn the use of new technological resources and tools with minimal training. Knowledge of special education and ability to adapt instruction as it relates to the regular classroom environment.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to communicate effectively with administration, staff and students.

Math Skills – Knowledge of arithmetic, accounting, algebra, geometry, statistics and their applications. Possess the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Possess the ability to develop spreadsheets.

Technology Skills – Demonstrate competency with up-to-date computer software, including Word processing, Excel, and web page development. Familiarity with a variety of software programs provided by the District, or the ability to demonstrate the ability to learn these specific programs with minimal training. Ability to use online resources to enhance student learning. Ability to manage and manipulate large databases of information.

Reasoning Abilities – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of information. Ability to think critically and problem solve. Knowledge of educational protocol and procedures. Ability to organize, manage and communicate electronically.

Other Skills and Abilities

- Possess the ability to maintain a high emotional energy and display enthusiasm for the learning environment.
- Develop effective coping strategies for dealing with the high expectations, frequent demands and significant responsibility of supporting special education students.
- React quickly in volatile situations and maintain composure even under stressful conditions.
- Advocate for students to create a positive learning environment.
- Possess imagination, patience, creativity, sound judgment, logical reasoning and analytical and problem-solving capabilities.
- Make equitable decisions with sound emotional judgment.
- Maintain effective working relationships with students, parents, staff and the community.
- Perform duties with awareness of all District policies and obligations.
- Possess the ability to respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility and adaptability to change.
- Possess imagination, patience, creativity, sound judgment, and logical reasoning.

- Concentrate with numerous interruptions.
- Understand and facilitate needs of various personality types.
- Ability to sit for lengthy periods of time during tedious data entry tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a MEDIUM Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Work Environment

The work environment may vary from an office setting to a classroom setting to potentially very loud situations such as cafeterias or playground settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under fluorescent lighting.


Primary Work Location

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

**Paraprofessional, II-C Special Education Assistant - 187
Physical and Non-Physical Demands Key**

C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing	F	Crawling		R
Sitting	F	Bending		F
Walking	F	Twisting		O
Lifting	F	Climbing		R
Carrying	O	Balancing		R
Pushing/Pulling	F	Vision		C
Reaching	F	Hearing		C
Handling	F	Talking		C
Fine Dexterity	C	Foot Controls		R
Kneeling	F	Teamwork		C
Crouching	F	Tedious or exacting work		F
Time Pressures	F	Noisy or distracting environment		F
Emergency Situations	O	Other (Specify): Flexible work hours to accommodate building schedules and professional development		R
Frequent Change of Tasks	F	Other (Specify): Multi-building travel to work area		R
Irregular Work Schedule/Overtime	R	Other (Specify): Heavy Lifting		O
Multi-Tasking	F	Other (Specify):		

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Director of Human Resources Signature	
Date of Approval	10/31/25