

ERIE COUNTY TECHNICAL SCHOOL
Job Qualifications

TITLE: Transition Program Paraprofessional
REPORTS TO: Supervisor of Instructional Support Services--Literacy
RESPONSIBILITIES TO: Special Education Teacher
CREATION DATE: April 2009

REQUIRMENTS:

1. 2 year post-secondary equivalency (48 credits) or Special Education Paraprofessional Credential of Competency
2. High School diploma or equivalent is necessary
3. Basic reading, math, and phonics skills are necessary
4. Must possess communication skills, organization skills and the ability to work with students
5. Current Pennsylvania Criminal History Report (Act 34), Pennsylvania Child Abuse History Clearance (Act 151) and Federal Criminal History Reports (Act 114)
6. Must maintain current certification in CPR, First Aid, and CPI

TALENTS:

This position requires the employee to have the ability work as a member of a team. The individual must be courteous, cooperative, congenial, service oriented and promote these qualities in the building. In addition, the employee must be able to work with frequent interruptions.

JOB STATEMENT:

The paraprofessional assist the teacher with activities related to the delivery of instruction, supervision, and physical care of students and carries out assignments and activities delegated by the teacher.

PERFORMANCE RESPONSIBILITIES:

1. Take attendance of students and maintain student files.
2. Carry out assignments given by the teacher.
3. Assist students with technology as needed.
4. Assist students with physical care, as needed.
5. Report behavior problems or learning concerns to lead teacher and follow behavior plan as directed.
6. Communicate with parents as directed.
7. Observe students and maintain anecdotal records.
8. Maintain flow of instruction by assisting students with questions and seat work.
9. Complete various clerical duties such as preparing for study labs, copying tests and worksheets, etc.
10. Type worksheets and adapted tests as needed
11. Assist in maintaining classroom discipline.
12. Collect progress report information and help students that need further assistance.
13. Read tests orally as needed, grade papers, create study cards and study guides, etc.
14. Perform other duties as assigned by the Special Education Teacher.

BARGAINING UNIT CLASSIFICATION: S.A.A.-2 – Classified Contract

TERMS OF EMPLOYMENT: Less than 25 hours per week

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials)

Employee

Date