

Amy B. Nichilo
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Experience:
11/07-present

St. Paul's Lutheran Pre-School , Erie, PA

STUDENT AIDE

- Support child to meet specific goals as set forth by the IU
- Track child's progress
- Encourage child's class participation
- Complete data sheets and charts

3/04-present

TEACHER'S ASSISTANT – SUBSTITUTE

- Support teacher and ensure structured daily routine
- Encourage class participation
- Model appropriate behavior
- Work co-operatively with teacher
- Assist class in self help skills

3/05-present

Millcreek Township School District, Erie, PA

EDUCATIONAL ASSISTANT – SUBSTITUTE

- Manage Phone calls and attendance line
- Log in and record tardy students
- Organize and track absences, excuses, early dismissals and car riders
- Sort and distribute staff and teacher in-going and out-going mail
- Monitor students in lunchroom and at recess
- Copy, sort and distribute school correspondences
- Laminate teaching tools and student work

7/89-11/98

The Credit Bureau, Inc., Erie, PA

NORTHERN REGIONAL SALES/ACCOUNT MANAGER

CUSTOMER SERVICE/INSIDE SALES

MORTGAGE SUPERVISOR

MORTGAGE/LEGAL REPORTS COORDINATOR

- Solicit creditors, lenders and employers for membership
- Introduce current and prospective members to Experian and CBC products and services including skip tracing and collection tools
- Trouble shoot customers terminal, equipment and software problems
- Train customers to use products and services
- Hired and introduced employees to companies policies and procedure
- Established productivity standards
- Reviewed employee performance
- Organized and maintained legal data
- Instructed county court contacts of their duties

5/87-7/89

McCarthy, Martone and Peasley, Erie, PA

PARALEGAL

- Conducted and assisted with client interviews
- Organized and completed bankruptcy schedules

- Researched various aspects of the law and drafted memoranda
- Prepared necessary papers to probate and administer estates
- Drafted petitions and pleadings
- Compiled financial information for income and expense statements

Education:

Bachelor of Arts, Political Science -Gannon University, Erie, PA 1989

Assoc. of Arts, Lawyer's Assistant -Gannon University, Erie, PA 1987

References:

Available upon request.

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