BURGETTSTOWN AREA SCHOOL DISTRICT

100 Bavington Road, Burgettstown, PA 15021-2730

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Paraprofessional Position Requirements

The objective of a paraprofessional is to facilitate a positive learning environment for students and allow for their personal, social and intellectual development. There are two types of special education paraprofessionals who provide support in Pennsylvania schools.

- Instructional Paraprofessionals* work under the guidance of both general and special education teachers to support educational programming. Paraprofessionals may be called classroom aides, teacher assistants, instructional aides, or job coaches.

- Personal Care Assistants (PCAs)* provide one-to-one, non-instructional support to individual students for activities of daily living, health, behavior, etc.

** With both of these positions, you may also be required to do clerical work in the school offices.*

In order to qualify for a paraprofessional position within the Burgettstown Area School District, applicants are required to have completed at least 2 years of study in an institute of higher education or obtained an associate's degree OR you must complete *The Bureau of Special Education Paraprofessional Credential of Competency: Entry Level Training Series* at https://pattan.framewelder.com and submit completed documentation to the School District. Additionally, applicants must pass with a 75% or higher on a test of their abilities which include spelling, basic math computation, and general clerical skills which include letter, flyer, and memorandum composition, and a basic Excel spreadsheet.

Please review the following study guide for information on the paraprofessional test:

- Spelling & Alphabetizing – Commonly used words in a paraprofessional educational setting.

- Math Computation –Without a calculator, you must complete addition, subtraction, multiplication, and division of whole numbers; decimals and fractions, along with finding the average of a series of numbers and percentages. (See page 2 for examples.)

Paraprofessional Position Requirements

Ex:
1. $3,426.38 x 59 = ____
2. 26,421 ÷ 38 = ____
3. 3 1/4 + 2 1/5 + 1 7/8 = ____
4. Find the average of 175, 203, 98, 216, and 311.
5. 37% of 295 = ____
6. Calculate overtime pay.

- General Clerical Skills – Includes typing, spell check, proofreading, and file organization.
- Word Processing/Spreadsheet – The successful candidate will be able to create a simple business letter, memorandum, flyer, and spreadsheet utilizing Microsoft Word & Excel software.

To schedule an appointment for the paraprofessional exam, please contact Mrs. Marci Campa at 724-947-8136 x3308 or mcampa@burgettstown.k12.pa.us.

As part of the hiring process with the Burgettstown Area School District, you will be interviewed by Dr. Walinda Nicholson, Supervisor of Special Education. Please keep the following in mind in preparation of your interview:

- If you are required to complete the Bureau of Special Education Paraprofessional Credential or Competency Training, it is recommended that you pause the video to complete the noted activities. You may print the handouts available from the site and take notes to bring to your interview as a reference.

- Documentation will be submitted to the Pennsylvania Department of Education, Bureau of Special Education to obtain "qualified" status. Be prepared to give professional responses and examples to situations when asked certain questions. Upon review and approval of the submitted documents, the paraprofessional will be issued a Credential of Competency for Special Education Paraeducators in Pennsylvania. Please note that it takes about 6-8 weeks for the approval process to be completed.

After receiving a qualified status from the state, you will be added to the next board meeting agenda for approval by the Board of School Directors. Questions related to this document, the hiring process/board approval can be directed to Mrs. Marci Campa at 724-947-8136 x3308 or mcampa@burgettstown.k12.pa.us. For questions regarding working as a paraprofessional or the status of your paperwork from the state, please contact Dr. Walinda Nicholson at 724-947-8100 x5316 or wnicholson@burgettstown.k12.pa.us.