Duquesne City School District

300 Kennedy Avenue ◦ Duquesne, Pennsylvania 15110 ◦ Administrative Office Phone: 412-466-5300 ◦ Fax: 412-466-7599
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Paraprofessional

[Long-Term Substitutes]

Job Description Summary

Under the immediate supervision of a certified professional, the Paraprofessional assists in maintaining an effective and therapeutic educational environment and assists the certified professional in meeting instructional goals and objectives. The Paraprofessional's duties may include, but not be limited to, assisting students with completing classroom assignments and projects, monitoring student safety, redirecting negative behavior, and implementing de-escalation strategies. The Paraprofessional will support and reinforce the teacher's general program and management strategies including, but not limited to, appropriate and approved therapeutic interactions skills such as building relationships, listening, praising, and assisting students in daily activities. The role of the Paraprofessional varies according to their specific assignment.

Qualifications and Essential Skills

- High School Diploma, or its equivalent, required.
- Associate's Degree in Child Development or related field, 60 credits earned from an accredited college / university, or successfully passing the ParaPro exam required.
- Act 33 / 34, Act 114, and Act 151 Clearances required.
- Valid Driver's License preferred.
- Training in Crisis Intervention preferred.
- CPR / AED / First Aid Certified preferred.
- Experience working with children preferred.
- Experience working in an educational setting preferred.
- Have an in-depth understanding and working knowledge of diversity, inclusion, equity and belonging regarding students, staff, programs, services, and activities.
- Able to work as part of the educational team while supporting the District's overall vision.
- Strong interpersonal skills.
- Able to deal courteously and tactfully with all District personnel, students, and community stakeholders.
- Able to communicate clearly and concisely, both orally and in writing.
- Be service oriented and able to work with minimal supervision.
- Proficient with Apple technologies, Microsoft Office Suite and Google Applications including, but not limited to, MS Word, Google Documents, MS Excel, Google Sheets, MS PowerPoint, Google Slides, etc. and the willingness to experiment with new technologies.

Essential Duties and Responsibilities

- Prepare, collect and set-up materials for student participation, following teacher direction. May assist teacher(s) or independently perform routine tasks such as, but not limited to, classroom duties, record keeping, limited clerical work, checking and grading papers, gathering / preparing materials for students, assisting with the set-up / clean-up of classroom activities, and operating multimedia equipment.

- Provide instructional reinforcement, behavioral, or physical assistance to student(s) individually, in a small group setting, or whole group setting at the direction of the teacher to reinforce and follow up instruction.
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Utilize knowledge of the social, emotional, medical, and academic needs of individual students obtained through collaboration with teacher(s).
- Maintain daily activity logs as requested.
- Communicate essential student information, progress, and / or concerns to the assigned teacher.
- Serve as the chief source of information to assist an assigned substitute teacher appointed in the absence of the regular teacher.
- Maintain a high level of ethical behavior and confidentiality of student information in accordance with FERPA.
- Operate and / or assist in the use of student mobility devices such as, but not limited to, walker, wheelchair, braces, canes, etc. as directed.
- Follow student(s) specific behavior, medical, emergency, and / or crisis plans.
- Assist in the maintenance of classroom discipline in accordance with established policy and procedures.
- Adapt to a student's or group of student's mode of communication as necessary for instructional purposes.
- May conduct informal observation(s) of student(s) in mainstream classrooms.
- Apply common sense understanding to carry out detailed but uninvolved written and / or oral instructions. Deal with problems involving a few concrete variables in standardized situations. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Use sound judgment to make decisions in the absence of a supervisor and work independently.

Additional Responsibilities

- Assist the teacher in arranging the room's environment to best meet the student's physical and psychological needs.
- In order to prevent injuries and damage, will instruct and monitor student(s) in the use and care of equipment and materials.
- Will effectively monitor student safety and security throughout campus as assigned, which incudes but is not limited to, metal detector wanding students and / or adults as they enter the building and / or checking bags thoroughly.
- May assist with the supervision and monitoring of social interactions during non-instructional activities such as student arrival and / or departure duty, bus duty, escorting students to and from the building as needed, monitor breakfast, lunch and / or recess duty, student transition between activities, specials / electives and attend field trips.
- Responsible for student supervision before, during, and after the instructional day. Special supervision assignments may include riding on vans and / or school busses and escorting students to after-school activities such as the Uplift Center, the Boys and Girls Club, etc. as part of the work day.
- May complete documentation for ACCESS compliance.
- Attend all professional development sessions as directed by Administration.
- Perform duties with awareness of all District requirements and Board policies.
- Performs other duties as directed by the Regular and / or Special Education Teacher.
- All other duties as assigned by the Supervisor or Designee.

Paraprofessional

Reporting

Reports directly to the Director of Special Education Services.

Terms of Employment

- $18.21 per hour
- Monday – Friday, when students are in session and as scheduled by the Director of Special Education Services.
- 7:30 AM – 3:30 PM, with a 30-minute unpaid lunch.

Physical Demands

This position requires frequent standing and / or sitting, and the ability to maneuver around a multi-level facility. Employee will be required to operate various computer / technical systems for data entry and to demonstrate technological aspects of this position as described above. This position requires moderate physical effort and is subject to Occupational Health and Safety risks. Other physical demands of this position include:

- Lifting, carrying, pushing, pulling up to 30 pounds.
- Kneeling, crouching, bending, climbing and reaching to retrieve and handle materials and supplies.
- Manual hand / finger dexterity.
- Speak clearly and distinctly when communicating.
- Hear clearly.
- Adequate vision to perform duties.
- May be required to walk up and down stairs throughout the day.

Work Environment

Employees of the Duquesne City School District engage in the important and fulfilling enterprise of educating students in the city of Duquesne. Employees must believe in, value and be committed to the educability of all; must promote the school district's vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position. A sample of specific elements associated with the work environment of this position includes:

- Moderate to frequent traversing through a multi-level facility.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Frequently required to work at a fast pace.
- Comfort with ambiguity.
- Requires considerable concentration and creativity.
- Able to adjust daily work plans and work hours to be highly responsive to school needs.
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load, but must be able to maintain work / life balance amidst intense work demands.

ADA

The Duquesne City School District will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description is not an exhaustive list of the duties performed for this position and will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Additional Information

In accordance with Federal civil rights law, regulations and policies, the Duquesne City School District (DCSD) is prohibited from discrimination based on race, color, religion, national origin, age, sex, gender identity (including gender expression), sexual orientation, disability, marital status, family / parental status, income derived from public assistance program(s), political beliefs, or reprisal or retaliation for prior civil rights activity in its programs, activities, career and technical education programs or employment and provides equal access to all designated youth groups. It is the policy of the Duquesne City School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations and civil rights grievance procedures, please contact: DCSD Administration and Business Office, 300 Kennedy Avenue, Duquesne, PA 15110 or 412-466-5300, extension 7006.

Note: *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This job description is subject to change as determined by the Superintendent of Schools.*

Paraprofessional [LTS]:

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Signature *Date*