

**WILMINGTON AREA SCHOOL DISTRICT  
300 Wood Street  
New Wilmington, Pennsylvania 16142**

**JOB POSTING**

**Support Staff**

**Position #1:** Special Education Paraprofessional  
(Less than 30 hours per week)

**Position #2:** Title I Paraprofessional  
(Less than 30 hours per week)

**Qualifications:**

- Ability to follow staff members' directions.
- Ability to work with and understand student and parent needs.
- Ability to communicate effectively with appropriate stakeholders.
- Ability to complete clerical duties.
- High School Diploma or equivalent
- Must have, in addition to a high school diploma, 48 credits from an accredited institution of higher education OR an associate degree OR a higher degree OR pass a local assessment.
- Positions require the State and Federal criminal history reports and the PA Child Abuse Clearance.

**Rate of Pay:** As per Paraprofessionals' Compensation Plan

Please send letter of interest to Dr. Jeffrey Matty, Superintendent, no later than 12:00 noon, Wednesday, August 23, 2017.

EOE

JAM

**WILMINGTON AREA SCHOOL DISTRICT  
PARAPROFESSIONAL  
JOB DESCRIPTION**

**TITLE:** Paraprofessional

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Completion of at least two years of study at an institution.
3. Or highly qualified

**REPORTS TO:** Principal

**JOB GOAL:** To assist instructional staff in meeting student needs and to assist in achieving the objectives of the school.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in the instructional process by working with students individually or in small groups supplementing regular instruction and implementing teacher-developed lesson plans under the direct supervision of an instructional staff member.
2. Assists in the preparation, organization and use of instructional aids, materials, and technology as directed.
3. Works with the teacher to reinforce positive learning and behavior patterns among students.
4. Assists students in the development of study skills necessary for learning and in the achievement of instructional objectives.
5. Supports parental involvement activities under the direction of the appropriate teacher.
6. Demonstrates understanding and respect of individual student's home life, culture and interests.
7. Maintains confidentiality and complies with laws and policies concerning confidentiality of student information.
8. Performs clerical and recordkeeping duties as directed.
9. Adheres to good safety procedures.
10. Assists in implementation of Individual Education Plans (IEP's) or 504 Plan where applicable
11. Provides support in a computer laboratory, library/media center and/or other learning facilities when appropriate.
12. Participates in training programs when appropriate.
13. Performs related work as required.
14. Provides supports for programs or building functions as assigned (library, main office, nurse's office, etc.).
15. Follow administrative teacher directives as given.
16. Accompany students with special needs on field trips.

**SALARY/ WAGE:**

Per the current Support Personnel Compensation Plan.

**WORKING CONDITIONS:**

1. Working conditions are normal for a school and office environment.
2. Must be able to lift 25 lbs.
3. May be required to demonstrate skills necessary for the students.
4. May need to sit or stand for prolonged periods of time.

**CLEARANCES:**

1. Act 34
2. Act 151
3. FBI Clearances