

UNION SCHOOL DISTRICT
354 Baker St., Ste. 2
Rimersburg, PA 16248
814-473-6311 ext. 9

Paraprofessional/Educational Aide

- Union School District is seeking applicants for the position of Paraprofessional/Educational Aide starting immediately.

Basic Function/Purpose:

- To assist, support and work with teachers, Educational aides, and administration to provide a quality instructional program and improve student goals/achievements.

Duties and Responsibilities:

- Effectively observes assigned work hours.
- Maintains a pattern of prompt and regular attendance.
- Follows the daily schedule as prescribed.
- Adjusts to work assignments and/or schedule changes.
- Work with individual students and/or small groups of students to reinforce learning of material or skills initially introduced and outlined by the teacher.
- Provides extra assistance to students with exceptionalities, such as those with physical and/or mental disabilities.
- Assists as directed by the supervising teacher in the effort to successfully maintain students with special needs in an integrated setting, as determined by the IEP team.
- Assists identified students with transporting materials or supplies as needed. Assists identified students with specific personal and physical needs.
- Communicates clearly and positively with students.
- Performs other duties as assigned by the supervising teacher, Principal or his/her designee.
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
- Maintains a cooperative working relationship with Principal, supervising teacher, students, parents, staff and public.
- Participates in professional learning activities which align with school improvement goals.
- Participates in staff development opportunities provided by the district
- Demonstrates a positive attitude toward work assignment.
- Accepts responsibility for the work assigned and accepts constructive criticism.
- Demonstrate enthusiasm for working with school-age children.
- Possess a positive and motivated attitude.
- Willingness to obtain CPR/First Aide.

Qualifications:

- High School Diploma
- Preferably have experience with school age children.

For interested applicants, Please submit a letter of interest and completed general application with **current** (dated within 1 year) Act 34, Act 151, and Act 114-FBI fingerprint clearance. Dr. John Kimmel, Superintendent, Union School District, 354 Baker Street, Ste. 2, Rimersburg, PA 16248. A review of applications will begin on Monday, November 7, 2022, however, they will be accepted until the position is filled. A Applications can be found at <https://www.unionsd.net/employment/employment-forms/581-general-employment-application.html>

Union School District is an equal opportunity employer.