



www.bearcreekschool.com

Educational Paraprofessional

Bear Creek Community Charter School is currently seeking candidates for the position of Educational Paraprofessional. The successful candidates must demonstrate a willingness to assist students in reaching their fullest academic potential. Located on a beautiful 96 acre mountain-top campus just outside of Wilkes-Barre, Bear Creek Community Charter School provides a small, safe and community-oriented environment. Students and parents are expected to embrace the school's environmental focus, as well as high academic and behavior expectations for students.

The Educational Paraprofessional is a part-time position for five hours each day, five days per week while school is in session. The starting hourly rate is \$12.50, with the potential for annual performance-based salary increases. Under the direction of a certified teacher, the Paraprofessional provides supplemental instructional support to students with the goal of assisting them to reach their greatest academic potential.

The successful candidate should have completed two years of study at an institution of higher learning, and have prior experience working with children, preferably in an educational setting. Recent college graduates with a degree in education are encouraged to apply. The successful candidate is required to obtain an acceptable state and federal criminal background check, along with Pennsylvania child abuse clearance verification. Upon hire, the successful candidate will complete an initial training program as well as complete required ongoing professional development.

Bear Creek Community Charter School is an Equal Opportunity Employer.

Review the complete job profile online at
www.bearcreekschool.com/Bulletins2015-2016/Paraprofessional2016.pdf

Please submit a letter of interest, standard teaching application, certifications and clearances to:

Bear Creek Community Charter School
Attention: Human Resources
30 Charter School Way
Bear Creek Township, PA 18702



Educational Paraprofessional Job Profile

Reports To: Director of Intervention & Support Services

Base Wage: \$12.50 Hourly

Status: Part Time, Five Hours Daily, 195 Days per Year

FLSA: Non-Exempt

Created: September 21, 2009

Revised: April 7, 2016

Position Description

Under the direction of a certified teacher, the Educational Paraprofessional (the "Paraprofessional") provides supplemental instructional support to students with the goal of assisting them to reach their greatest academic potential.

Essential Functions

The essential functions of the Paraprofessional include but are not limited to the following:

1. Assist the classroom teacher in delivering strategies for reinforcing learning materials and skills based on an understanding of individual students, their needs, interests and abilities while supporting the delivery of an appropriate and innovative educational program;
2. Provide review of classroom material in a one-on-one or small group setting, reinforcing the classroom teacher's lessons by repeating educational material, reading or telling stories, listening to students read or explain, and tutoring in an assigned learning environment;
3. Assist students with attention to classroom instruction and routines;
4. Provide information to teacher regarding student progress or problems observed;
5. Assist the classroom teacher with the monitoring of student progress and participate in curriculum-based diagnostic testing as requested by the classroom teacher;
6. Collaborate with the classroom teacher in the ongoing review and interpretation of diagnostic data to diagnose student needs;
7. Organize materials to support classroom instruction during non-instructional time;
8. Actively participate in parent and community workshops and other school-wide activities;
9. Be an active partner in building motivation and interest in learning;

10. Develop and maintain positive interpersonal relationships, while modeling personal behaviors of honesty, fairness, courtesy, consideration, respect and responsibility;
11. Engage in ongoing professional development;
12. Adhere to professional, ethical, and legal standards; and
13. Support the School's mission, core values and goals.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

Education & Experience: At minimum, the successful candidate will have obtained a high school diploma and have (1) completed two years of study at an institution of higher learning; or (2) obtained an associate's degree; or (3) have the skills and abilities to meet a rigorous standard of quality and be able to demonstrate, through a formal local academic assessment, knowledge of and the ability to assist in instructing reading, writing, mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Physical Requirements: Must be physically able to operate a variety of equipment including computer hardware and software, office equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Must be physically able to operate motor vehicles.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and signal people to convey or exchange information. Includes giving instructions, assignments or directions to students or other staff members.

Language Ability: Requires the ability to read a variety of correspondences, technical manuals, trade journals, etc. Requires the ability to make presentations, provide instruction, prepare reports, forms, system documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently with both students of various age groups and abilities, along with adults.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using computer equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

Professional Development: Requires the ability and willingness to complete a mandatory course of professional development consisting of twenty (20) hours annually.

Other: Employee must be willing to work additional hours/overtime as requested. Employee is required to obtain a state and federal criminal background check, along with a Pennsylvania child abuse clearance verification.

Knowledge, Skills & Abilities

The knowledge, skills and abilities required to successfully perform the essential job functions are:

- Knowledge of basic reading and math skills, including grammar, punctuation, add, subtract, multiply, divide, etc.
- General knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations;
- Ability to effectively express ideas orally and in writing;
- Ability to interface diplomatically with teachers, administrators, parents, students, support staff, outside professional contacts, and the community.
- Ability to be courteous, professional and tactful at all times, while displaying a professional appearance.
- Ability to exercise good judgment; making sound decisions within parameters of authority.

Core Competencies

| Core Competency | Description/Characteristics |
|--|---|
| Values & Integrity | Adheres to core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches; is widely trusted; truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; doesn't blame others for his/her own mistakes or misrepresents him/herself for personal gain or protection. |
| Communication | Provides direct feedback and information to individuals so that they can make accurate decisions; is timely with information. Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees; is able to write clearly in a variety of communication settings and styles. |
| Action Oriented | Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with little planning; seizes opportunities when they arise; doesn't hold back anything that needs to be said; does whatever it takes to get the job done despite resistance. Pursues everything with energy and drive; rarely gives up before finishing. |
| Composure | Is cool under pressure; does not become cynical, moody or hostile when times are tough; is not knocked off balance by the unexpected; is a settling influence in a crisis; takes unpopular stands if necessary; faces difficult situations with guts and tenacity. |
| Knowledge | Has the functional and technical knowledge and skills to do the job at a high level of accomplishment. Knowledgeable about how the organization functions; understands how to get things done using both formal and informal channels; understands the origin and reasoning behind key policies, practices, and procedures. |
| Organizing | Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner; understands how to separate and combine tasks into efficient work flow. |
| Setting Priorities and Problem Solving | Spends time on what's important; quickly zeros in on the critical few and puts the trivial aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus; solves problems with effective solutions; probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answer. |

| Core Competency | Description/Characteristics |
|-------------------------|--|
| Commitment & Dedication | Can be counted on to exceed goals; pushes for results; is dedicated to providing the highest quality service which meets the needs and requirements of both internal and external customers; is committed to constant improvement; commitment to team success evident in actions. |
| Customer Focus | Is dedicated to meeting the expectations and requirements of internal (supervisor, co-worker, Board of Trustees) and external (students, parents) customers; gets first-hand customer information and uses it for improvements in services; talks and acts with customers in mind; establishes and maintains effective, positive relationships with customers and gains trust and respect. Relates well with all kinds of people; builds effective relationships; uses diplomacy & tact. |
| Technical Learning | Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new procedures, requirements, software applications, etc. |

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.



Paraprofessional Job Profile

To perform this job successfully, an individual must be able to satisfactorily fulfill the functional roles described above. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

ACKNOWLEDGMENT

I, _____, have read and received a copy of this job description and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date