

## PARAPROFESSIONAL

**Reports to:** C.A.R.E. Coordinator

**Starting Salary:** \$28,093

**FLSA Classification:** Non-Exempt

### Job Qualifications

- High School Diploma/GED, Associates degree preferred
- Knowledge of the PA Board of Education School Code provisions regarding discipline and attendance within the school
- Current Act 151/34/114 clearances

### Mission

Our mission is to provide a world-class education for the students in the Penn Hills community that will not only prepare students academically but to develop into informed and responsible world citizens, creative problem solvers, and effective communicators. We believe that children of all cultures and abilities can learn and be challenged to reach their highest potential. To achieve this, the school recognizes the importance of collaboration with the entire learning community of students, parents, community members and school staff. Our mission is to ensure that the students experience real life 21st century learning experiences in an innovative, community based public school setting, and created to build a foundation that will enable students to reach their highest potential.

### Job Responsibilities

- Work with students on a one-on-one basis
- Assist the classroom teacher in following the requirements of the student's IEP
- May include assisting students on/off the bus at arrival and departure times, positioning children, assisting in toileting and self-care needs
- Assist teachers with behavior plans
- Assist with students in establishing high standards of conduct
- Assist with recordkeeping in regard to disciplinary policy and regulations
- Ability to maintain sensitive, confidential information
- Create an environment of respect and rapport
- Effective parent and community communication
- Demonstrate flexibility and responsiveness
- Commitment to professional growth through participation in professional development and learning communities; after hours and weekends

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### CORE VALUES

**WE** believe in Soaring to Success by building strong  
**Character, Academics, Relationships, and Entrepreneurs  
for a life of leadership!**

- Attend mandatory school events; Back To School, Student Concerts, and Open Enrollment; at the discretion of your Supervisor
- Attend one Board Meeting and one PTA meeting per year
- Active certifications which may include CPI training, and other pertinent certifications per Supervisor
- All other duties as required by the Principal or C.A.R.E. Coordinator

**To apply, please submit a copy of your application, cover letter and resume via:**

**Mail:** Attn: Human Resources, 2501 Main Street, Pittsburgh PA 15235

**Email:** [Teresa.augustin@phcharter.org](mailto:Teresa.augustin@phcharter.org)

**Fax:** 412-793-6473