Tunkhannock Area School District
Job Description

Title: Paraprofessional

SUMMARY:
An instructional paraprofessional is a school employee who works under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities.

REPORTING RELATIONSHIPS:
• The paraprofessional reports to the Director of Special Education or building principal/assistant principal.
• Works with Director of Special Education and building principal/assistant principal to perform duties as outlined.

TERMS OF EMPLOYMENT:
1. Will follow the school year calendar for student days of attendance or as approved by the Tunkhannock Area School District Board of Education.
2. Salary & Benefits are as described in the current Collective Bargaining Agreement between the Tunkhannock Area School District and the Tunkhannock Area Educational Support Personnel Association.

EVALUATION:
Performance of this job will be evaluated by the Director of Special Education or the building principal.

QUALIFICATIONS & PHYSICAL REQUIREMENTS:
All instructional paraprofessionals shall meet one of the following qualifications effective July 1, 2010:

- Have completed at least 2 years of postsecondary study.
- Possess an associate degree or higher
- Meet a rigorous standard of quality as demonstrated through a State or local assessment

As practicing members of the educational team, paraprofessional should be able to document their competence and mastery of required skills and knowledge. A **Credential of Competency for Special Education Paraeducators** in Pennsylvania is available from the Pennsylvania Department of Education, Bureau of Special Education.

When a special education paraprofessional has completed the **Special Education Paraeducator Standards for Practice: Competency Assessment Checklist**, and the school district has attested to the demonstration of the paraeducator's competence in each of the ten standards areas, the paraeducator may submit the document to the Pennsylvania Department of Education, Bureau of Special Education for review. Once reviewed and

accepted the paraeducator will be issued a **Credential of Competency for Special Education Paraeducator** in Pennsylvania.

Paraprofessionals, each school year, shall provide evidence of 20 hours of staff development activities related to their assignment.

While performing the duties of this job, the employee is frequently required to talk, sit, walk, stoop or stand. The employee will occasionally reach forward or above the head, bend and twist at the neck and trunk more than the average person. The employee will occasionally lift students, and students in wheelchairs. The employee will occasionally restrain students to prevent harm to self or others, or engage in physical movement to safeguard student. Specific vision abilities required by this job include close vision, distance vision and depth perception. The employee is occasionally required to type and use hands to operate office equipment.

Communications skills and common courtesy to complete work activities and interact with others on a daily basis is required. The job requires basic decision-making and organizational skills. The paraprofessional must be able to work independently as well as part of a team, and exercise independent judgment within assigned tasks.

All paraprofessionals assigned, or who are a part of Special Education are required to possess current CPR certification, Crisis Prevention Intervention (CPI) certification and first aid training.

The employee is frequently exposed to infection at a greater risk than the average person.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list is intended to be illustrative rather than complete and highlights major duties and responsibilities. This does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

Assist as directed in any one or more areas as needed:

- Maintain confidentiality of records/communications.
- Work directly under the direction of certified teacher
- Supervise and assist children in all school-related areas and/or including classrooms, resource rooms, cafeterias, study halls, playgrounds, assemblies, field trips and on and off buses.
- Perform delegated instructional services.
- Perform reinforcement instructional services including activities in the visual, auditory, motor and cognitive areas.
- Observe pupil conduct and record behavioral observations.
- Assist students in the use of teaching devices such as audio-visual equipment and computers.

- Alert the teacher to possible learning problems.
- Assist the teacher with demonstrations in the classroom.
- Orient substitute teacher to classroom routine.
- Take attendance, issue passes and /or escort children.
- Provide personal care services such as moving children in wheelchairs and lifting, feeding or toileting.
- Utilize safe physical management techniques to manage student behavior.
- Perform routine clerical duties as requested.
- Maintain a high level of ethical behavior and confidentiality of information about any student as expected of the classroom teacher.
- All other duties as assigned.

The Tunkhannock Area School District is an equal opportunity employment, educational and service organization. 10/29/2026