



HAMPTON TOWNSHIP EDUCATION SUPPORT PROFESSIONALS PERSONNEL POSTING

POSITION: Class 1-B Paraprofessional (7-hours per-day)

BUILDING: Hampton High School

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma required, Associates Degree preferred
- Demonstrates a working knowledge of Microsoft Office, technology, and office equipment to support students and teachers
- Develops and maintains a rapport with students and staff
- Maintains a positive and supportive attitude when working with students
- Communicates and interacts effectively with students, teachers, staff, administrators, and school visitors
- Follows oral and written instructions, functions independently and organizes work schedule
- Maintains a confidentiality both in and outside the school setting
- Participates in professional development workshops and in-service activities

DUTIES: Study Hall and Lunch/or Clerical Duties

SALARY: In accordance with the terms of current negotiated agreement between the Hampton Educational Support Personnel Association and the Hampton Township School District.

INTERNAL APPLICATIONS CAN APPLY DIRECTLY TO:

Dr. Marguerite Imbarlina, Hampton High School

ALL EXTERNAL CANDIDATES: Must complete an application through the District's website "Apply-Track" program. No paper applications will be accepted.

SPECIAL CONDITIONS: If the successful applicant for this position is not currently employed by the Hampton Township School District, it will be necessary to secure requisite clearances in compliance with the mandatory background checks, including:

Act 34 – Pennsylvania Criminal History Record Check, as amended by Act 24 of 2011; Act 151 – Pennsylvania Child Abuse History Record Check; and, Act 114 – Federal Criminal History Record Check (fingerprint check).

CLOSING DATE: February 11, 2015

A copy of the current job description for this position is available in the Administration Office or through the Hampton Education Support Professionals Association President.