June 18, 2026

RIVERVIEW SCHOOL DISTRICT

POSTING

Part Time 5.5 HOUR PER DAY PARAPROFESSIONALS

Part Time 3 HOUR PER DAY PARAPROFESSIONALS

Under the terms of the Riverview Education Support Professionals Association Collective Bargaining Agreement, ten (10) of the Class part-time paraprofessional positions shall include a 5.5 hour work day / 27.5 hours per week, with no extended hour eligibility.

There are Part Time 5.5 hour per day paraprofessional openings with hours presently at the Verner Elementary School, and the Junior Senior High School for the start of the 2026-2027 school year.

In addition, there are Part Time 3 hour per day paraprofessional openings with hours presently at Verner Elementary School and the Junior Senior High School for the start of the 2026-2027 school year.

Interested candidates should send a letter of interest to Ms. Jamie Desrochers, Director of Special Education & Pupil Services, 701 Tenth Street, Oakmont, Pa., 15139, no later than July 8, 2026. Please refer to the attached Job Description for qualifications, essential functions, and position specifications.

RIVERVIEW SCHOOL DISTRICT

PART TIME PARAPROFESSIONAL
(Including Para, Library, Guidance)

JOB DESCRIPTION

TITLE: **PARAPROFESSIONAL – Part Time 5.5 or 3.0 hours**
(Including Para, Library, Guidance)

FLSA Non-Exempt

QUALIFICATIONS:

1. Candidates should be fully aware of the highly qualified status required under "IDEA" for paraprofessionals. This status is achieved by having a two year associate degree or four year bachelor's degree from an accredited college or university or by having met the standards and qualifications through the ETS ParaPro Assessment
2. CPR and First Aid certification is required
3. Continued employment requires 20 hours of Professional Development annually;
4. Adequate command of the English language (reading, writing, speaking, listening)
5. Interest in working with students and an ability to interact with individuals with disabilities in a positive manner
6. Ability to work cooperatively and collaboratively with others, demonstrates self-discipline and initiative, follows state and district guidelines
7. Acceptable references
8. Additional mandates as required in latest version of the law

REPORTS TO: Building Principal and Director of Special Education

GOAL: To perform support and assistance to a student, including support and assistance in the use of medical equipment (for example, augmentative communication devices; activities of daily living; and monitoring health and behavior), under the direction of a certificated staff member, in providing instructional programs and services to children with disabilities or other eligible children.

ESSENTIAL FUNCTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

1. **Works with Children in a school setting.**

2. **Uses electronic and print media.**

3. **Assists the students to whom assigned in such physical tasks as putting on and taking off outerwear.**

4. **Assists the students to whom assigned in moving from room to room (Example: Going to lunch, recess, art, bathroom, office, nurse, etc.) along with assisting students in boarding, riding along with, and disembarking from transportation vehicles as necessary.**

5. **Reinforces instruction on self-help skills and activities of daily living (e.g. toilet training, dressing, changing soiled/wet clothing and diapers grooming and personal hygiene activities, preparing food and eating meals and/or snacks as necessary)**

6. **Listens to the students in recitation, reading, and other curriculum tasks, guiding them but not teaching them. In addition assist students with paying attention to instruction, participating in activities, completing tasks.**

7. **Performs simple errands and tasks for students, if needed, such as sharpening pencils, carrying lunch trays, etc.**

8. **Under the supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher.**

9. **Accompanies the student to whom assigned when trips to the office or school nurse are necessary.**

10. **Establishes as fully as possible a supportive and sympathetic relationship with the students while encouraging independence.**

11. **Instructs individual students using instructional objectives and lessons developed by the teacher.**

12. **Assists with supplementary work for students and supervises independent study as directed by teacher.**

13. **Following first aid and CPR training; renders proper assistance in case of student injury, illness, seizure, etc.**

14. **Provides assistance with individualized program materials-written and oral.**

15. **Assists with administering classroom assessment instruments, scoring tests, and collecting data records for teacher.**

16. **Assists the teacher in observing, recording and charting behavior.**

17. **Completes and submits personal care attendant logs (ie ACCESS) for medically necessary services as delineated in the IEP to the special education office as required.**

18. **Implements behavioral management strategies – using the same emphasis and techniques as the teacher.**

19. **Assists the teacher with crisis problems and discipline as per individual student IEP(s). In addition, intervenes to redirect inappropriate behavior as specified in a Positive Behavior Support Plan.**

20. **Assists with the preparation of materials for use in specific instructional programs.**

21. **Maintains confidentiality. (Refer to FERPA guidelines on Special Education webpage and training materials)**

22. **Protects and promotes student's rights to dignity, privacy and respect.**

23. **Demonstrates honesty, loyalty, dependability, responsibility and accountability for own actions, cooperation and willingness to learn.**

24. **Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.**

25. **Participates in Professional Development as offered by the School District.**

26. **Performs duties associated with supporting students and educators in school libraries, school copy rooms, and/or guidance offices.**

27. **Enforces school board policies and regulations.**

28. **Additional duties as assigned and/or directed.**

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

POSITION SPECIFICATIONS:

Physical Demands	Sitting at desk for extended periods Standing for limited periods of time Frequent bending, stooping, twisting, reaching, grasping Light lifting – up to 25 pounds Frequent carrying – up to 25 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone and greet visitors and employees Ability to speak clearly and distinctly
Work Environment	School Setting – Inside, at times outside, at times on school bus The noise level in the work environment varies on a daily basis based on circumstances presented
Temperament	Ability to work as a member of a team Must be cooperative, congenial and service-oriented Ability to work in a multi-tasking environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read and write Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks Ability to communicate effectively
Specific Skills	Ability to operate office equipment Ability to use computer technology efficiently and effectively Must possess proficient data entry skills
Comments	Position holder must have a friendly, helpful personality.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Class II Paraprofessional and Class III Paraprofessional with varying extended hours.

Salary, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Riverview School District.

Riverview School District is an Equal Opportunity Employer.