



# CHESTER UPLAND SCHOOL DISTRICT

Office of Human Resources

1720 MELROSE AVENUE

CHESTER, PA 19013

The Chester Upland School District invites qualified and interested persons to apply for the position of:

## **Bilingual -Teacher Assistants**

**Chester Upland School District is in a historic period of change. We are uniquely poised to re-focus and transform into a student-focused district where each child is ensured the academic and personal skills to succeed in the college or career of their choice.**

1. Screening Procedures:
  - a. Receipt of a completed application, resume and cover letter
  - b. A minimum of two current written letters of reference from previous or current directors, principal, and supervisors
  - c. Personal interview
2. Qualifications:
  - a. Completion of Credential of Competency for Special Education Para educators in Pennsylvania, or possession of an associate's degree
  - b. Previous experience working with children
  - c. Required Act 34, 141 and FBI clearances, physical and proof of U. S. citizenship or legal resident alien status. **(CURRENT EMPLOYEES EXEMPT)**
3. Salary: \$22,356.

**The deadline for receiving application is: July 31, 2016**

It is the responsibility of the applicant to provide appropriate documents in support of the application prior to the application deadline. Incomplete applications will not be accepted.

**Interested Candidates may submit an Application, Cover letter and Resume to the Chester Upland School District, 232 W. 9<sup>th</sup> Street, Chester PA 19013**

*Chester Upland School District is an Equal Opportunity Employer*

*The Child We Raise Will Lead the Village...*

**Ideal Candidate:**

- Must possess interest and compassion for children
- Ability to work well/interact with students, staff and members of the school community
- Ability to follow directions, assist with classroom activities under teacher's direction
- Must possess good judgment and have strong written and verbal communication skills
- Bilingual Preferred

**General Duties**

- Required to perform such duties as requested by the classroom teacher, as listed below:
  - Prepare work materials
  - Work with students in small groups or individually
  - Supervise students at meal times and recess
  - Supervise arrival and dismissal times
  - Work with attendance records, report cards and other student records

The above list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that the Chester Upland School District, the building principal or the classroom teacher may deem necessary from time to time.