



Paraprofessional Substitute
Position: Part – Time Paraprofessional
(Classroom/Playground)
Location: Infinity Charter School, Harrisburg area
Work Year: School Year



Preferred Qualifications:

- Able to read, understand and interpret instructions, fill out forms and communicate in oral and written form
- Able to work with elementary and middle school students
- Must possess a firm and consistent approach to discipline
- Must be flexible and willing to meet diverse needs of the school
- Willing to work in a collaborative role with other staff
- Experience working with office machines desired
- Work record of satisfactory performance and attendance
- First Aid/CPR certification or willingness to obtain training
- Experience working with computers preferred
- PA Teacher Certification preferred

Job Expectations

- Assist in classroom and office or on playground, as required or requested
- Assist teachers in classroom where needed, performing such duties as grading papers, working with small groups, assisting with projects, typing, duplicating materials, etc.
- Monitor student conduct during lunchtime
- Monitor student conduct on the playground during recesses in all types of weather

Application Procedure: Send cover letter, resume and a completed PA Standard Application, PA Certification, Act 34, Act 151 and FBI fingerprint clearances to:

Infinity Charter School Personnel
5405 Locust Lane
Harrisburg, PA 17109
Phone: (717) 238-1880
Fax: (717)238-1190

Position open until filled

Infinity Charter School does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its educational programs or activities. Inquiries may be referred to the school's Nondiscrimination Compliance Officer.

Infinity Charter School 5405 Locust Lane Harrisburg, PA 17109
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