Supportive Services Assistant, 3-4 Hours

Salary

Salary:  Pay Rate $13.44/hr

Summary

Assists teaching and non-teaching staff in schools. Participates in a cooperative effort to support basic skills achievement of students who are economically or educationally disadvantage. Provides instructional assistance in the classrooms in major subject areas which include reading and mathematics and/or facilitative services to non-instructional staff in support of the program’s overall objectives. Assists teachers in the preparation of and during instructional activities, and addresses the tutorial needs of students as identified. Assists staff in the development of parent workshops.

Essential Functions

For the General Specialty

- Circulates through the classroom to assist students in the completion of assigned tasks; tutors individuals or small groups to aid students in a specific area of academic weakness; answers students’ question; attempts to reinforce previous instruction from the teacher.
- Assists teachers in the preparation of classroom exhibits and bulletin boards; distributes materials to students; may assist in the correction of worksheets and test papers.
- Staffs designated area for students involuntarily removed from classrooms; confers with students to ascertain the source of his/her problem; assists students in problem solving and attempts to enhance interpersonal skills; provides guidance and encouragement to students achieve positive behavioral and attitudinal changes; circulates through the school/facility as required by work assignment.
- Contacts parents or guardians as instructed to provide information on students’ progress or lack thereof; mails attendance and behavior cards to parents or guardians.
- Monitors student behavior in various non-classroom settings.
- Collects and records attendance and grade information; may enter or extract data from a computer terminal; performs additional clerical and other facilitative tasks as needed.

For the Attendance Specialty

- Maintains attendance records and reports; monitors pupil attendance; obtains information regarding truancy or other attendance irregularities; follows-up and investigates cases of students having aberrant attendance patterns and/or lengthy absences due to illness or suspected parental neglect; communicates with regional attendance officer concerning outstanding pupil attendance problems.
- Interviews parents/guardians, inquiring about ways to improve individual pupil attendance; contacts parents/guardians regarding students with frequent tardiness or prolonged absences; accompanies attendance personnel on home visits of children continuously absent.
- Works in conjunction with student support personnel to design, coordinate and implement incentive programs to combat tardiness and absenteeism; assists staff in the development of workshops for parents to provide support to students in their efforts to improve attendance.
• Mails attendance cards to parents or guardians; performs additional clerical and facilitative tasks as needed.

**Position Requirements:**

All SSA’s must have a high school diploma or GED equivalent and be “Highly qualified.”

**To be considered Highly Qualified, you must possess and show proof of ONE of the following:**

• An Associate Degree from an accredited College or University

• A transcript showing of a minimum of 60 College Credits or

• Proof that you have successfully passed the School District of Philadelphia’s NCLB Highly Qualified Exam.

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**HIRING REQUIREMENT**

**ALL CANDIDATES MUST PRESENT AT THE TIME OF HIRING:**

• ORIGINAL DOCUMENTATION TO VERIFY EDUCATION BASED ON THE POSITION YOU ARE APPLYING FOR (BACHELOR’S DEGREE OR AN ORIGINAL HIGH SCHOOL DIPLOMA OR GED CERTIFICATE)

• A COMPLETED School District of Philadelphia Health Form

Clearances (These documents are valid for one year after the date of issuance)

• Pennsylvania Criminal Check Background - Order Online

• FBI Clearance Check

• Pennsylvania Child Abuse - mail your form and $10.00 money order by postal overnight service to the following address: Ms. Tracey Isom, Comm. of PA, Dept. of Public Welfare, Child Line Enforcement Unit, 5 Magnolia Drive, Hillcrest Bldg #53, Harrisburg, PA 17110-2544.

CANDIDATES Failing to present these documents will not be appointed.

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**Application Procedure**

Qualified applicants are invited to submit completed applications by mail, to the Office of Talent—440 N. Broad Street, Suite 222, Second Floor-Portal D, Philadelphia, PA 19130-4015. Completed applications may also be submitted in the entrance lobby drop-box. In order to be considered for this position you must attach a resume, a copy of your High School Diploma or GED and proof of Highly Qualified status. Only clear copies of your degree, transcript or highly qualified results letter will be considered acceptable proof.

For scheduling of the next available Highly Qualified Exam,

email: paraprofessional@philasd.org

Download Application