



## **PROVIDENT CHARTER SCHOOLS**

### **Position Vacancy Announcement**

**Title:** Special Education Paraprofessional Grades 2-8

**Reports to:** Director of Pupil Services

**Anticipated start date:** August 13, 2025

**Location:** PCS Central

#### **About our school**

Provident Charter School (PCS) Central, located on Pittsburgh's North Shore, is a public, tuition-free charter school serving students in grades 2–8 with language-based learning differences, such as dyslexia. Since opening in 2016, PCS Central has grown to enroll approximately 330 students from over 40 school districts. We are dedicated to providing specialized, structured instruction that empowers bright students struggling with reading, writing, or executive functioning.

#### **Job Goals**

Support the academic, behavioral, and social development of students in our special education resource classrooms by assisting teachers with the delivery of instruction, implementation of accommodations, and reinforcement of behavioral support plans aligned with students' Individualized Education Programs (IEPs).

Primarily, students learning in the resource classroom receive a full continuum of types of special education support, which may include:

- **Autistic Support** – address needs mainly in the areas of communication, social skills, or behaviors consistent with those of autism spectrum disorders
- **Emotional Support** – services for students with a disability who require services primarily in the areas of social or emotional development or functional behavior
- **Learning Support** – services primarily in the areas of reading, writing, mathematics, speaking, or listening skills related to academic performance
- **Life Skills Support** – services primarily in the areas of academic, functional, or vocational skills necessary for independent living
- **Speech and Language Support** – students with speech and language impairments who require services primarily in the areas of communication

#### **Required Qualifications**

1. Possess an associate degree or higher
2. Ability to secure all relevant and necessary clearances.

#### **Preferred Qualifications:**

1. Experience working with students in grades 2- 8th.
2. Demonstrates knowledge of special education instructional techniques.
3. Knowledge of de-escalation techniques for elementary and middle school students.
4. Proven success working with students needing support for behavioral, emotional, or life skills.

5. Outstanding dependability, initiative, creativity, and decision-making skills.

**Professional Responsibilities:**

- Provide proactive behavioral support and structure for students in grades 2-8 who may demonstrate emotional, social, or executive functioning challenges.
- Collaborate with staff to maintain a positive, safe, and responsive classroom and school environment.
- Provide in-class support to individual students and small groups under teacher direction.
- Support students in building self-regulation, conflict resolution, and interpersonal skills.
- Reinforce lesson content, support comprehension, and promote student engagement.
- Support students in building self-regulation, conflict resolution, and interpersonal skills.
- Assist in implementing IEP goals and instructional accommodations.
- Collect data on academic and behavioral progress to inform instruction.
- Assist in the implementation of Positive Behavior Support Plans (PBSPs).
- Apply de-escalation strategies and positive reinforcement techniques as needed.
- Monitor and support student behavior during transitions and less-structured times (e.g., hallway, lunch).
- Communicate regularly with teachers and support staff regarding student performance and needs.
- Support substitute teachers by providing context and assistance during staff absences.
- Maintain confidentiality and adhere to school policies and legal requirements.
- Demonstrate professionalism, reliability, and a commitment to student success.
- Other duties as assigned by the Director of Pupil Services.

**Terms of Employment:** Full-Time (10) month position.

**Evaluation:** The performance of this job will be evaluated by the Director of Pupil Services.

**Salary and benefits:**

- Starting salary \$42,000 (actual rate will be based on experience)
- Employer-paid retirement contribution matching 10% of salary
- Employer-paid dental, vision, and life insurance benefits
- Significant employer contribution toward health insurance

**How to Apply:**

Interested candidates should email a cover letter & resume to Elizabeth Swartz, Human Resources Manager, at [eswartz@providentcharterschool.org](mailto:eswartz@providentcharterschool.org).

*Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.*