

**Scranton School for Deaf  
and Hard of Hearing Children**

**Job Description**

1. POSITION TITLE

Administrative Assistant/Paraprofessional

2. EMPLOYEE STATUS

This position is considered to be a non-exempt, 187-day position.

3. ROLE RELATIONSHIPS

Reports to the Principal

4. DUTIES AND FUNCTIONS

- a. Assist with family/student tours as needed (setting dates, preparing tour informational folders, etc. Principal will continue to conduct actual tours.)
- b. Maintain current student permanent files, create new student files upon enrollment
- c. Work in concert with teachers and paraprofessionals to monitor preschool classroom/office/food supplies to determine when orders/reorders are need
- d. Prepare supply orders for submission via online system
- e. Assist with information/story/picture gathering for Keystone Connections, The Keystone, the SSDHHC yearbook, end-of-the-year photo books (given to graduates)
- f. Distribute "to be sent home" information as needed to families
- g. Assist in the planning of annual family events, i.e., Trunk or Treat, Thanksgiving Luncheon, Breakfast with Santa, Easter Egg Hunt, Graduation, Gala (not annual)
- h. Provide assistance in the planning of field trips
- i. Support efforts to promote the current Community Inclusion Program
- j. Assure that upcoming Events are posted on Classroom DoJo and Facebook in a timely fashion, send periodic reminders prior to the event
- k. In concert with Principal, keep Hershey Preschool calendar up to date related to upcoming staff in-services, ensure interpreters are arranged as needed
- l. Maintain updated emergency contact information to include parent contacts, transportation/van contacts, etc. Post as appropriate in Teachers'/Principal's offices
- m. Forward received health information to School Nurse at SSDHHC
- n. Assist/provide coverage at arrival/dismissal, during recess, during snacks/lunch, and in classrooms as needed when teachers/paraprofessionals are unavailable, either due to meeting attendance or absence
- o. Report maintenance concerns to the Church Office
- p. Deliver mail received by the Church Office to the Preschool

- q. Assist in the overall organization of the Hershey Preschool space
- r. Perform other duties as requested by teachers and/or Principal

5. QUALIFICATIONS

- a. CERTIFICATE REQUIRED  
**(Clearances must be maintained every five years by the employee).**

Certification of PA Mandated Reporting Training  
PA State Police Criminal Clearance (Act 34)  
PA Child Abuse History Clearance  
FBI Clearance  
Act 82

- b. SPECIALIZED TRAINING, EDUCATION OR EXPERIENCE

Associate's degree with general training or experience in child development and/or experience working with deaf children is preferable. The individual must be familiar with needs of deaf students. Some experience in the area of deafness is preferred.

The Sign Language Proficiency Interview level (SLPI) for this position is "Advanced." The minimum level accepted at hire is "Intermediate."

Crisis Prevention Intervention (CPI) training is required and must be maintained by the employee.

6. PHYSICAL DEMANDS

This position may require the following physical demands:

- ability to lift light objects such as reams of paper, stacks of reports, generally objects 15 pounds or less
- ability to assist lifting students as needed
- attend to needs of students
- ability to assist in physical restraint of students as per CPI requirements
- walking about campus and dormitories
- standing for long periods of time
- able to participate in active play and games with students and may require extensive physical activities including running.