

**OFFICE OF HUMAN RESOURCES
 RECRUITING AND STAFFING CENTER
 PLEASE POST IMMEDIATELY PLEASE POST IMMEDIATELY**

Position:	EARLY CHILDHOOD SUMMER SCHOOL 2010 PARAPROFESSIONALS
Posting Date:	January 29, 2010
Close Date:	February 12, 2010
Posting Notice No:	1
Number of Openings:	Up to 26 Para Professionals
Location:	See Locations Below
City Residency Required:	Yes
Certifications Required:	None

Job Summary: To work in the Early Childhood Extended School Year program in the identified **16** sites throughout the District. The program will offer basic instruction in literacy, mathematics, science and the arts for those students who will be transitioning to kindergarten. Staff adjustments may be made based on student enrollment.

BASED ON STUDENT ENROLLMENT,

the Early Childhood Extended School Year program will be offered at the following 16 sites:

- 2 - Children's Museum
- 1 - First Baptist Church
- 1 - Kingsley Association
- 2 - Pittsburgh Bon Air Early Childhood Center
- 2 - Pittsburgh Chartiers Early Childhood Center
- 2 - Pittsburgh Classical
- 2 - Pittsburgh Conroy Early Childhood Center
- 1 - Pittsburgh Faison Primary
- 1 - Pittsburgh Fulton
- 3 - Pittsburgh Homewood Early Childhood Center
- 2 - Pittsburgh King
- 2 - Pittsburgh McCleary Early Childhood Center
- 1 - Pittsburgh Reizenstein
- 1 - Pittsburgh Roosevelt
- 2 - Pittsburgh Spring Garden Early Childhood Center
- 1 - Pittsburgh Weil

The program will be offered 4.5 hours per day, 8:00 a.m. to 12:30 p.m. Monday through Friday from July 12 through August 6, 2010. Paraprofessionals will work 4.5 hours a day Monday through Friday. The paraprofessionals will be compensated at their daily rate of 64% per day (4.5 hours) for 19 days. Staff will be provided 10 hours for professional development on July 8 and 9, 2010 and paid at the workshop rate of \$12.00 per hour.

Staffing will be adjusted according to student enrollment and staff will be notified by April 30, 2010.

Leaves of Absence will not be honored. If for some reason you must be absent during the time of this professional opportunity, please do not apply.

Salary range:	4.5 hrs (64%) at the daily rate for 19 days + 10 hours at workshop rate
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FLSA Exempt or Non Exempt	Non-Exempt
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Calendar Year:	July 12, 2010 – August 6, 2010
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Other Information:

Interested employees have ten (10) business days in which to make application for the available position. Interested applicants must complete the on-line transfer application form and attach resume no later than February 12, 2010.

Apply Online (Internal Only):	https://apply.pps.k12.pa.us/summerpara
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CERTAIN TRANSFERS AND PROMOTIONS, PURSUANT TO STATE LEGISLATION, MAY REQUIRE AN EMPLOYEE TO OBTAIN AN ACT 151 CLEARANCE AT A COST OF \$10, PAYABLE BY THE EMPLOYEE. NEGATIVE REPORTS WILL BE REVIEWED ON A CASE BY CASE BASIS AND APPROPRIATE ACTION WILL BE TAKEN.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities. For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516; Phone