

FTCHS Instructional Aide

Under direct supervision, provides routine on-call assistance to one or more qualified instructors in the day-to-day performance of classroom and associated activities.

Duties and Responsibilities

1. Under detailed instruction from the instructor, assists in facilitating classroom activities carried out by students.
2. Communicates with, assists, and answers questions from students as required on routine day-to-day classroom issues.
3. Assists with the supervision of students during non-instructional times, such as emergency drills, assemblies, cafeteria, restrooms, hallways, arrival and dismissal activities.
4. Observe and control behavior of students in the classroom according to approved procedures, monitor students during outdoor activities as directed, become familiar with student IEP goals and report progress regarding student performance and behavior to supervising teacher.
5. Participate in professional growth activities and in-service training programs.
6. Demonstrate professional responsibility and ethical behavior.
7. Demonstrate the ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism.
8. Demonstrate effective and appropriate interpersonal relationships with students, educational staff, parents and staff.
9. Respect the confidentiality of information regarding students and be discreet in dealing with parents and educational personnel.
10. Perform all other duties as assigned by supervisor(s).

Minimum Job Requirements

- High School Diploma required; no previous experience required.
- Candidates must provide required clearances. This includes the Act 34 (State Criminal Clearance), Act 151 (Child Abuse) and Act 114 (FBI Clearance). All Clearances must be within six months of application date. They must also provide the results of a required TB test dated within the last year.

Salary & Benefits

- Salary commensurate with level of education & experience
- Paid time off

Contact

Interested individuals should send an email to set up an in person interview to the following address: Careers@franklintowne.org

INSTRUCTIONS FOR OBTAINING CLEARANCES

DOCUMENTS REQUIRED BY COMMONWEALTH OF PA

- **PA CHILD ABUSE HISTORY CLEARANCE APPLICATION**
 - Website is <https://www.compass.state.pa.us/cwis/public/home>
 - Create an account with the Child Welfare Portal.
 - Credit or Debit card required, fee is \$13.00.
 - Complete online application. Print out the page with the e-Clearance ID and transaction ID.
 - Clearance will be emailed and/or mailed to you. We suggest you request both the electronic and paper forms of the clearance. Once received, return to the Business Office.

- **CRIMINAL RECORD CHECK APPLICATION**
 - Website is <https://epatch.state.pa.us>
 - Credit or Debit card required, fee is \$22.00.
 - Print out the final Criminal Record—be sure to click through to the copy that shows the seal.
 - Print out the Criminal Record clearance results and return to the Business Office.

- **FINGERPRINT SERVICES FOR PA**
 - Must register on website <https://uenroll.identogo.com>
 - Enter Service Code: 1KG6XN
 - Credit or Debit card required, fee is \$23.85. Payment at time of service.
 - Complete the registration form online.
 - **IMPORTANT: YOU MUST PRINT OUT YOUR REGISTRATION CONFIRMATION. THIS WILL HAVE A " UE ID" NUMBER THAT YOU MUST TAKE WITH YOU TO GET FINGERPRINTED. MAKE A SECOND COPY OF THE REGISTRATION FORM AND RETURN TO BUSINESS OFFICE. (The Business Office will need this number to pull the official report once you have been fingerprinted.)**
 - Website lists all fingerprint locations. Enter your zip code to find a convenient location near you. Take your photo id and registration with you when you go.