



BURGETTSTOWN AREA SCHOOL DISTRICT

100 Bavington Road, Burgettstown, PA 15021-2730

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Paraprofessional Position Requirements

In order to qualify for a paraprofessional position within the Burgettstown Area School District, applicants are required to have completed at least 2 years of study in an institute of higher education or obtained an associate's degree OR you must complete the Bureau of Special Education Paraprofessional Credential or Competency Training at <https://pattan.framewelder.com/> and submit completed documentation to the School District. Additionally, applicants must pass with a 75% or higher on a test of their abilities which include spelling, basic math computation, and general clerical skills which include letter, flyer, and memorandum composition, and a basic excel spreadsheet.

Paraprofessionals are placed in clerical positions in the school offices and as instructional and personal aides to students in the classrooms.

Please review the following study guide for information on the paraprofessional test:

- Spelling & Alphabetizing - Commonly used words in a paraprofessional educational setting.
- Math Computation - Without a calculator, you must complete addition, subtraction, multiplication, and division of whole numbers; decimals and fractions, along with finding the average of a series of numbers and percentages.

Ex: 1. $\$3,426.38 \times 59 = \underline{\hspace{2cm}}$

2. $26,421 \div 38 = \underline{\hspace{2cm}}$

3. $3 \frac{1}{4} + 2 \frac{1}{5} + 1 \frac{7}{8} = \underline{\hspace{2cm}}$

4. Find the average of 175, 203, 98, 216, and 311.

5. 37% of 295 = $\underline{\hspace{2cm}}$

6. Calculate overtime pay.

- General Clerical Skills - Includes typing, spell check, proofreading, and file organization.
- Word Processing/Spreadsheet - The successful candidate will be able to create a simple business letter, memorandum, flyer, and spreadsheet utilizing Microsoft Word & Excel software.