

# CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

**OPEN COMPETITIVE EXAM #2735**

## **OPEN COMPETITIVE EXAMINATION FOR: PARAPROFESSIONAL II**

**SALARY: \$21.49 ~ \$31.65 (NOTE: NEW HIRES START AT THE BEGINNING OF RANGE)**

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; paid Personal Days.

### **LAST DAY FOR FILING APPLICATIONS**

**APPLICATIONS:** May be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & **must be on file by 4:30 p.m. on:**

### **UNTIL SUFFICIENT APPLICATIONS RECEIVED**

#### **IMPORTANT:**

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

#### **EXAMPLES OF WORK:** (Illustrative only)

Assists teachers and/or other professional educators in the delivery of instructional and related support services to students; Assists with the instruction of students in academic subjects; Confers with special and general education practitioners about student schedules, instructional goals, progress and performance; Implements service plans and educational objectives for children; Demonstrates techniques to stimulate cognitive, physical, and social and language development; Uses developmentally appropriate materials and instructional interventions for curriculum activities; Participates in transitional planning and vocational assessment of students; Supports pre-employment, vocational or transitional training in classrooms or at off-campus sites; Operates computers and uses technology and adaptive equipment that will enable students with special needs to participate in general education; Gathers and maintains data about the performance and behavior of individual students; Motivates students to work; Assists in meeting the hygiene, toileting, feeding and the mobility needs of students with varying disabilities; Implements behavior modification techniques and the ability to manage disturbing behaviors through physical restraint when needed; Regular attendance; Does other related work as required. *Programs include; Pre-K Self Contained Classrooms, Essential Skills, BDLC, State Street, Autism, Scope, Transition Academy and Enlightenment.*

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of the techniques required in caring for and instruction of students enrolled in general, and special education; some knowledge of human development including risk factors; good communication and interpersonal skills; ability to follow directions and to carry out assignments; excellent physical and mental condition; good character; good knowledge of first aid; sensitivity to needs of children and youth.

#### **IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING REQUIRED EXPERIENCE & TRAINING:**

- High School diploma or GED; **AND**
  1. 60 college credits **OR**
  2. An Associate's (or higher) degree, **OR**
  3. **Have passed** the Praxis ParaPro Assessment Test

**Regardless of which of the Three (3) options above is utilized, you must also have One (1) year experience working with or training to work with children with disabilities is required.**

- College credits with emphasis on child growth and development or related areas, is preferred.
- Proficiency in reading, writing and speaking English and Spanish is required for those individuals desiring a bilingual assignment.

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### **PHYSICAL DEMANDS:**

Non Material Handling (NMH) considers activities that reposition the worker in relation to his or her environment. Generally, NMH does not consider moving objects.

<u>Overhead Reaching:</u>	frequent
<u>Forward Bending:</u>	frequent
<u>Backward Bending:</u>	frequent
<u>Squatting:</u>	frequent
<u>Stairs:</u>	occasional
<u>Kneeling:</u>	frequent
<u>Crawling:</u>	occasional

Material Handling (MH) considers how a person handles an object in space. Generally, MH considers the weight and the distance the object is moved (horizontal or vertical). In this case, the objects handled may include students during a transfer or restrain technique.

<u>Transfers:</u> in/out of wheelchairs and standers, on/off changing tables and toilet
<u>Restraints:</u> preventing harm to student or surrounding students
<u>Lifting/Carrying:</u> student book bags, lunches, assistive equipment

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This work is generally conducted indoors within an educational setting such as classrooms, but occasionally is conducted outdoors and on field trips outside of the school room settings. The essential functions of this position can require physical contact with students for the purposes of executing trained physical restraints during student crisis periods and assisting students with personal hygiene needs. Reasonable accommodations requests will be considered in accordance with the Americans with Disabilities Act 1990 (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA)

### **SPECIAL NOTE:**

- Same job description will be used to bifurcate the Paraprofessional list to include individuals who are bilingual.
- Same job description will be used to bifurcate the Paraprofessional list to include individuals who have the Child Development Associate certification.

**COPIES OF HIGH SCHOOL DIPLOMA, GED, COLLEGE TRANSCRIPTS OR PASSING ASSESSMENT SCORE MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees' Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

**APPEAL PROCESS:** - An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available at [www.waterburyct.org](http://www.waterburyct.org)

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