



Data Service Center

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CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 2

Substitute Paraprofessional Employment Services – RFP #2-14-49
Red Clay Consolidated School District

Date of Addendum: June 5, 2014

OPENING DATE: **June 11, 2014 at 2:00 PM**

To all prospective bidders under the specifications and contract documents described above, this Addendum to RFP is being issued to:

To answer the following questions:

1.) Is the district able to provide the paraprofessional spend data for the most recent school year?

2,422 called out absences this year

2.) Is there an official Job Description available from the District?

Yes, see attached job postings.

Paraprofessional Substitute (Meadowood/RPLC/Central)

This job posting is closed.

Job Posting Information

Posting ID: POS20091110000002 **Posting Start Date:** 11/11/2009
Name: Paraprofessional Substitute (Meadowood/RPLC/Central) **Posting End Date:** 11/30/2009
Location:

Overview: **PERFORMANCE RESPONSIBILITIES**

1. Supervise the student(s) throughout the school day.
2. Accompany the student (s) to all classes and activities.
3. Encourage the student (s) to participate in all classes and daily activities.
4. Monitor the student's personal safety.
5. Collect and document student data on a daily basis.
6. Adhere to the school's behavior intervention programs.
7. Communicate effectively with school personnel.
8. Work collaboratively with school staff for positive student support.
9. Other duties as assigned.

Qualification: **REQUIREMENTS:**

1. Completion of two years of higher education; or
2. Completion of an Associate's Degree; or
3. ParaPro Assessment Test (\$40 fee)

*To Apply:

Letter of interest

Resume'

Completed on-line application

* Current Red Clay employees should complete the internal job transfer application.

Required Education Level: High School diploma

Required Skill Sets:
(All listed items are required to qualify for this position.)

Additional/Optional Skill Sets:
(All listed items are optional and not required to qualify for this position.)

Assignments

Hiring Manager: Gail Humphreys
 Kathleen Mattix
 Michael Simmonds

Hiring Manager View: View Qualified Candidates
 View Forwarded Candidates

HR Staff:

Email Group: New hire notice
 Tech and Payroll

Salary and Benefit

Salary: Salary **Benefit:** Standard Employee Benefit

Paraprofessional - Personal Support

This job posting is inactive.

Job Posting Information

Posting ID: POS20140307000002

Posting Start Date:

Name: Paraprofessional - Personal Support

Posting End Date:

Location: Shortlidge Academy

Overview: **PERFORMANCE RESPONSIBILITIES:**

1. To assist the identified student(s) in all academic areas
2. To assist in the planning of materials and supplies to be used with the identified students.
3. To assist in the recording of information regarding the identified students' test, attendance, progress, etc.
4. To keep copies of identified students' work via folders.
5. To participate in in-service activities such as workshops, conferences, seminars, meetings, etc.
6. To work under the close supervision of the classroom teacher.
7. To assist in the classroom by providing behavioral, and language support based on student needs and record and collect data daily.

Number of Positions: 2

Qualification: **Qualifications:**

1. Proficiency in verbal and written communication.
2. Experience and knowledge working with computers.
3. Spanish speaking applicants preferred

REQUIREMENTS:

1. Completion of two years of higher education (60 credits); or
2. Completion of an Associates Degree; or
3. ParaPro Assessment Test (There is a \$49 fee for this test)

Requirements must be met prior to hiring

The posting will close at 4:00 PM on the Posting End Date: 03-14-14

Required Education Level: GED
High School diploma
College

Required Skill Sets:
(All listed items are required to qualify for this position.)

Additional/Optional Skill Sets:
(All listed items are optional and not required to qualify for this position.)

Assignments

Hiring Manager: Maribeth Courtney

Hiring Manager View: View Applicants
View Transfer Applicants
View Qualified Candidates
View Forwarded