



JOB DESCRIPTION

POSITION:	PARA EDUCATOR
Reports to:	Special Services Director
Term:	180-day School Year
Hours/day:	6.5
Building:	District Wide
Exemption Status:	Non-Exempt
Union Affiliation:	Representation available
Wage:	Classified Salary Schedule, Lane 4
Benefits Eligibility:	Medical, Dental, Vision, Retirement, LTD

JOB SUMMARY

Under the direction and supervision of licensed/certificated staff (teachers and administrators), all Para Educators perform tasks related to the instruction and supervision of students; to perform routine clerical and supportive tasks for instructional personnel; and relative duties as assigned by supervisor. A desire and ability to work with students is essential in this position. Specific assignments consist of a combination of several duties. Assignment can change from school year to school year.

ESSENTIAL DUTIES

Depending upon individual assignment, the Para Educator performs one or more of the following duties as directed by the supervisor.

- Work with students individually and /or in small groups on specific learning tasks and objectives.
- Interact with special needs students in a warm and understanding manner.
- Monitor student behavior and assist in maintaining an orderly classroom atmosphere for the purpose of providing an optimum learning environment, including students with disabilities.
- Supervise students in a variety of settings before, during, or after school.
- Perform positive behavior support and management.
- Perform clerical and supportive tasks for teachers and other staff such as correct student papers, record grades, prepare supplemental materials as assigned, assist in library.
- Provide personal care or assist students with the necessary self-help requirements in areas such as diapering, toileting, catheterization, etc., consistent with procedures prescribed with assigned program.
- Know and follow health, safety and emergency procedures of the district.
- Work as a positive team member.
- Work cooperatively and communicate successfully with staff, students, and parents.
- Demonstrate a commitment to the education of all children and youth.
- Observe strict confidentiality regarding student and personnel information.
- Adapt to a variety of working situations and learn new skills.

- Promote and practice professional growth and development.
- Demonstrate professionalism through conduct, punctuality and minimal absences.
- Other duties as assigned.

REPORTING RELATIONSHIPS

Reports to Special Services Director. Receives direction from Principals, teachers, library coordinator and/or program coordinator.

WORKING CONDITIONS

Experiences frequent interruptions; clerical work requires dexterity and precision. Occasionally required to work outdoors in inclement weather and to deal with angry or distraught students. Exposed to infectious disease.

MINIMUM QUALIFICATIONS

Education and Experience

- Excellent oral and written communication skills.
- State Requirements:
 - High School Diploma
 - Completion of at least two years of study (70 quarter credits) at an institution of higher education; or
 - Hold an Associate's degree or higher; or
 - Ability to pass the Para-Pro test to demonstrate knowledge and ability to assist in instructing reading, writing and mathematics, and
 - Ability to complete new state-mandated Fundamental Course of Study (FCS).
- Experience working with school-aged children.
- Experience in a school setting desirable.
- Experience and/or training with cultural, ethnic and language diversity.
- Successful WA State Patrol and FBI fingerprinting clearance.
- Proof of MMR immunization (if born 1/1/1957 or later).
- I-9 Employment Eligibility in compliance with the Immigration Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days form hire date.

Allowable Substitution

None.

Knowledge, Skills and Abilities

- Knowledge of basic subject areas, such as spelling, writing, reading and arithmetic.
- Effective oral and written communication skills.
- Ability to deal with children in a positive and confident manner.
- Ability to remain flexible to changes in assignments or situations.
- Ability to organize activities.

- Ability to follow instructions.
- Ability to be fair and consistent when working with children.
- Ability to use general office machines and familiar with computers and appropriate software.
- Ability to learn effective instructional methods for special needs students.
- Ability to learn data collection and test scoring procedures.
- Ability to maintain accurate records.
- Ability to work independently and organize activities with minimal supervision.
- Ability to establish and maintain effective working relationships with staff.
- Ability to lift and carry children weighing up to 50 pounds.

Licenses/Special Requirements

Completes training in first aid and CPR as required by the district. Requires fingerprinting and criminal record check for felonies and child abuse.

CONDITIONS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.