
Job Description

TITLE Paraeducator – Instructional

REPORTS TO Building Principal

POSITION SUMMARY

Under supervision, perform a variety of instructional activities; assist in the conduct of student learning experiences; perform routine clerical and supportive tasks for instructional personnel; and complete other related work as required.

Preferred Education and Experience

A combination of training and experience qualifies a candidate for knowledge and skill requirements. A typical way to obtain required knowledge and skills is:

- Experience:
 - One year of paid or volunteer experience working with multi-age groups of children
- Education:
 - Equivalent to the completion of the twelfth grade, supplemented by training or coursework in child growth and development, instructional technology, or a closely related field

Special Requirements

- Candidates must meet the requirements set forth in the Every Student Succeeds Act (ESSA) by satisfying one of the following criteria:
 - Hold an AA or higher degree from a college or university
 - Have completed at least two years college with 72 college credits accrued
 - Have passed the OSPI approved test
 - Completion of approved apprenticeship program
- Candidates must also meet the following requirements:
 - First Aid, CPR and AED certification
 - Completion of all state required paraeducator certifications
 - Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance
 - I-9 employment eligibility in compliance with the Immigration Reform and Control Act
 - HIV/HBV training (obtain within 60 days of hire date – District provided)
 - Human Resources new hire training (obtain within 60 days of hire date – District provided)

Knowledge, Skills and Abilities

- Knowledge of:
 - Basic concepts of child growth, development, and developmental behavior characteristics pertaining to students in grades pre-school through age 21 including students with special learning needs and English language needs
 - Student behavior management strategies and techniques
 - Appropriate English usage, punctuation, spelling, and grammar
 - Basic arithmetical concepts
 - Routine record management, storage, and retrieval systems and procedure

Paraeducator Instructional Job Description Continued:

Ability to:

- Communicate effectively in oral and written form in English
- Demonstrate an empathetic, patient, and receptive attitude toward students of varied age, ability and cultural backgrounds
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with children and adults
- Follow specific student educational plans
- Manage and guide student behavior

POSITION RESPONSIBILITIES

- Assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises
- Tutor individual students and small groups of students to reinforce and follow up learning activities
- Monitor and assist students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel
- Direct students into safe learning activities and functions and assist in the shaping of appropriate social behaviors
- Assist in the management of student behavior through the use of positive strategies and techniques
- Prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students
- Maintain a variety of records and files, including confidential student records and information
- Operate and assist students in the operation of a variety of instructional media machines and equipment
- Administer and score a variety of criterion referenced and general aptitude tests, and records the test results
- Assist in maintaining an orderly, attractive, and positive learning environment
- Adhere to federal and state laws and district regulations, policies, procedures and practices
- Mandatory reporter for incidents of child abuse, harassment, intimidation, bullying, boundary invasions, fights, substance abuse etc.
- Abide by employment provisions provided for in the collective bargaining agreement
- Observe strict confidentiality regarding student information
- Maintain regular punctual attendance

PHYSICAL/MENTAL REQUIREMENTS

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job.

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Use of a personal computer for extended periods of time
- Use of a telephone and other office equipment
- Ability to perceive the nature of sound; near/far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job
- Ability to communicate orally; manual dexterity to operate office machines, gross and fine motor skills

Paraeducator Instructional Job Description Continued:

- Exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects
- Ability to lift, carry, push, pull or otherwise move objects
- Sit for extended periods of time, running, walking, standing
- Attend off site trainings and workshops as deemed necessary
- Work is conducted in a shared, open, classroom environment with consideration toward equipment noise, confidentiality, voice volume
- Physical ability to tolerate exposure to hot, cold, humid or windy conditions caused by weather conditions
- May be required with assistance to lift, carry and support students weighing up to 150 pounds
- The job is performed with the majority of time spent indoors and under minimal temperature variations; a portion of the day may be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT CONDITIONS

This position is that of an instructional paraeducator and is represented by Public School Employees of Monroe collective bargaining unit. The position will work a schedule in coordination with the District student calendar. Salary and benefits as determined by the current bargaining agreement. Employee is required to complete all mandatory district trainings by specified deadlines.

EVALUATION PROCEDURES

Performance shall be evaluated annually according to Board and administrative policies and procedures.

Additional essential duties related to specific areas of support:

English as a Second Language

- Provide services as described in "Position Responsibilities" to students whose native language is not English
- Administer and score tests to determine student language proficiency levels
- Assist students in the development of appropriate social behaviors and in their understanding of cultural expectations
- Preferred written and oral proficiency in Spanish

Vocational Programs

- Provide support to agricultural science, family and consumer science, marketing, American sign language, technology education, business education and sports medicine programs
- Responsible for making transportation arrangements and drive individual and small groups of students to internship sites, field trips, to pick up lab supplies, etc.
- Ability to drive a van and large pickup over mountain passes and in heavy city and freeway traffic
- Ability to flex schedule as needed for pickup and delivery of classroom supplies, projects and lab supervision
- Ability to coordinate responsibilities between vocational departments
- Ability to facilitate, under direction, the setup and implementation of lab projects to facilitate student learning

Bilingual Paraeducator

In general, a person in this position will communicate orally with students, parents, and visitors in Spanish regarding the typical interactions or situations occurring within the school day.

Paraeducator Instructional Job Description Continued:

*It is to be noted that the person in this position is not, and should not be, expected to provide translation/interpretation services but rather is responding spontaneously to needs as they arise in the course of the paraeducator's regularly assigned job responsibilities.

- Communicate with students in Spanish in various settings in order to respond to questions, resolve minor conflicts or establish relationships
- Relay information in Spanish to parents from the classroom teacher via the phone or in person
- Respond to phone calls from Spanish speaking persons in the office or respond in person to Spanish speaking visitors in the office

Bi-Literate Paraeducator

- Training or knowledge of cultural differences preferred
- Demonstrated bi-literate competencies in oral and written English and Spanish.
- Must be able to successfully accomplish position responsibilities in English and Spanish

*It is to be noted that the person in this position is not, and should not be, expected to provide translation/interpretation services but rather is responding spontaneously to needs as they arise in the course of the paraeducator's regularly assigned job responsibilities.

School Psychologist Support

Assist school psychologist in the administration of academic achievement tests. Assist school psychologist in scheduling of meetings to initiate and review assessment findings.

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