
Job Description

TITLE Paraeducator – Non-Instructional

REPORTS TO Building Principal

POSITION SUMMARY

This position monitors the activities of students on school grounds, lunchroom and crosswalks to assure acceptable behavior and safety of students; performs routine clerical and supportive tasks for instructional personnel; and completes other related work as required. This position cannot be assigned instructional tasks without meeting state requirements.

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 following requirements:
 - Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance
 - CPR, First aid and AED certification
 - 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:
 - Student behavior management strategies and techniques
 - Appropriate English usage
 - Basic arithmetical concepts

Ability to:

- Demonstrate an empathetic, patient, and receptive attitude toward students of varied age, ability and cultural backgrounds
- Communicate effectively in oral and written form in English
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with children and adults
- Manage and guide student behavior

Paraeducator Non-Instructional Job Description Continued:

POSITION RESPONSIBILITIES

- Direct students into safe activities and functions and assist in the shaping of appropriate social behaviors
- Monitor student activities and remain alert to prevent possible injury or unsafe conditions
- Use of positive strategies and techniques when working with students
- 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 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
- 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
- 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 a non-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.