



Job Description

TITLE Paraeducator

REPORTS TO Building Principal

POSITION SUMMARY

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

Preferred Education and Experience

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- 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 NCLB act 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 90 college credits accrued
 - Have passed the OPSI approved test
 - First Aid and CPR certification required for all paraeducators.
 - Right Response certification for specified positions. PBS, SLC, and TAP positions. Additionally other specific positions may be identified by the Executive Director of Student Services.
 - Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance-9 employment eligibility in compliance with the Immigrations 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 and 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 procedures.

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- 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
 - 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
- Provide support to students who need catheterization, with training provided
- 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

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- 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
- 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 a 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:

Special education

- Provide services as described in "Position Responsibilities" to students with special learning needs.
- Work with students with a wide range of physical, mental, and social disabilities. This range includes students with mild academic difficulties to students who are severely intellectually impaired; students with mild physical disabilities to students who are unable to perform basic self-care; students who are shy and withdrawn to students who are acting out including physical acting out.
- Attend to basic care of students including toileting, diapering, dressing, and feeding.
- Monitor and assist in the remediation of specific learning problems and conditions.
- Provide assistance to students with physical handicaps.
- Perform routine first aid which may include aiding students experiencing seizures or respiratory distress.

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.

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Health Room

- Assist with the preparation and conduct of student health screenings including vision, hearing, and scoliosis.
- Assist in preparation of reports regarding student use of health room services.
- Sterilize, disinfect, and bandage minor cuts, abrasions, and burns.
- Provide a quiet, comfortable and calming atmosphere for ill/injured students.
- Take and record temperature of ill students.
- Provide first aid treatment to ill/injured students.
- Observe students for signs of shock and other physical distress and respond according to established health protocols.
- Follow established 911 protocols.
- Contact parents or other responsible persons regarding ill/injured students.

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.

*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.

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