

Paraeducator

General Summary

The job of Paraeducator is done for the purpose of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and providing clerical support to teachers and staff.

Essential Functions

1. Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, library, lunchroom, etc.) for the purpose of providing a safe and positive learning environment.
2. Performs record keeping and clerical functions for the purpose of supporting the teacher and/or providing necessary records/materials.

Other Functions

Performs other related duties for the purpose of ensuring the efficient and effective functioning of the work unit.

Minimum Qualifications

EDUCATION:

High School Diploma or GED (Must provide copy of Diploma to District Office)

Associate's degree **OR** 48 semester/72 quarter hours from an accredited college or university; **OR** passing score of 461 on the ParaPro Assessment. (Must provide Official Transcripts to District Office)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and /or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining

confidentiality; setting priorities; working as part of a team; and working with constant interruptions. Ability to keyboard, use computers.

Responsibilities

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 35% walking, and 30% standing.

Clearances:	Successful completion of a criminal history and fingerprint check through Washington State Patrol and FBI.
Reporting Relationship:	Building Principal
Salary Grade:	As per bargaining contract

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