

**Stephanie Leitz, Principal**  
Wahkiakum High School  
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**Nikki Reese, Principal**  
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John C. Thomas Middle School Fax  
360.795.3261, Fax: 360-795-3205

# **Wahkiakum School District 200**

500 S Third B398  
Cathlamet, WA 98612

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## **Job Description Para-Educator**

Immediate Supervisor – Building Principal

Summary: The Para-Educator is responsible for conducting a variety of tasks in assisting teachers in the classrooms; to assist students on a one-on-one basis or small group to do related work as required. The para-educator may also be responsible for playground supervision, lunchroom supervision and/or food services duties.

Essential Duties and Responsibilities:

1. Performs clerical and supportive tasks for a classroom teacher
2. Monitors student activities such as drill, practice, research and organizational planning
3. Monitors test taking
4. Scores tests and records results
5. Maintains files on individual student progress
6. Catalogs equipment and supplies for easy acquisition
7. Prepares teaching aides as assigned
8. Distributes and accounts for materials such as textbooks, equipment and supplies
9. Maintains discipline and classroom management in the temporary absence of teacher
10. Assists in maintaining a neat and orderly room environment
11. Operates audio-visual and computer equipment with efficiency and effectiveness
12. Drills individuals or small groups
13. Types and/or reproduces classroom materials
14. Any other duties as assigned

Qualifications:

1. Possesses a high school diploma and an AA degree, or 72 college credits or has passed the State Para-Educator Assessment
2. Demonstrates a desire to work with children
3. Possesses the ability to understand and apply rules, regulations, policies, and procedures
4. Possesses the ability to inspire confidence in children
5. Possesses the ability to inspire and maintain an effective working relationship with children, parents, teachers and administrators
6. Possesses the physical ability to sit, stand, and/or stoop to attend to students' needs and to provide instruction inside or outside the building
7. May need to be in possession of a food handler's permit
8. Successfully completes a criminal history and fingerprint check through the Washington State Patrol and FBI

Salary and Benefits:

\$12.55 - \$15.86 per hour, dependent upon experience

Benefits package, including health insurance, is available

To Apply:

Interested candidates should contact the Wahkiakum School District Superintendent's office at 360-795-3971 for an application form. Applications must be received in the District office as soon as possible, as this position is open until filled.

Wahkiakum School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, sexual orientation or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX Officer and Section 504 Coordinator, W. Robert Garrett at 360-795-3971.