

POSITION ANNOUNCEMENT (PARAEDUCATOR)

POSTED: 22 May 2024

CLOSES: Upon Selection of Qualified Candidate

TERMS OF EMPLOYMENT

Hours: TBD
Pay: \$19.09 - \$23.40 per hour
Benefits: Medical, Dental, Vision, Retirement, Life, AD&D, LTD
Supervisor: Principal
Start Date: 27 August 2024 (TBD)

QUALIFICATIONS:

1. Possesses a high school diploma and an AA degree, or 72 college credits or has passed the State Paraeducator 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. Successfully completes a criminal history and fingerprint check through the Washington State Patrol and FBI

ESSENTIAL JOB FUNCTIONS:

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. Supervises student recesses and lunch periods
11. Assists in maintaining a neat and orderly room environment
12. Operates audio-visual and computer equipment with efficiency and effectiveness
13. Works with individual students and small groups to strengthen reading and math skills
14. Types and/or reproduces classroom materials
15. Any other duties as assigned
16. Counsel, confer with, and communicate with parents and school/district personnel regarding pupil progress. Consistently conveying rigorous expectations to students and parents.
17. Monitor student interactions and nurture cooperation and team building
18. Collaborate with all school staff members
19. Follow and comply with teaching standards and safety regulations
20. Consistently seeking ways to improve.

APPLICATION PROCEDURE:

District employees need to submit a letter of interest and an updated resume. Employee candidates applying for a district position who are not currently employed by the district must submit a completed Employee Application and background check form (available on website and at the front office), a letter of interest and a resume. Only application packets that are fully completed will be considered.

Immigration Reform and Control Act Requirement: New employees will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to RCW 43.43.830 through RCW 43.43.840, new employees will be required to complete a disclosure form indicating any convictions of crimes against persons as listed in the law. In addition, a background check based on fingerprints will be requested from the Washington State Patrol and the Federal Bureau of Investigation.

Job Sharing: Pursuant to RCW 28A.405.070, the district will accept applications from individuals wishing to share a position.

NOTICE OF NONDISCRIMINATION

Wahkiakum School District is an Equal Opportunity district in education programs, activities, services, and employment. Wahkiakum School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school principal.