

Auburn School District

Job Title: Paraeducator – Reading/Math

Reports To: Building Administrator

Unit Classification: PSEA

Duties and responsibilities:

- Work closely with the reading and math program specialist to plan and supervise individual and small group instruction focused on word recognition, language comprehension and mathematics.
- Assist teachers with instruction and activities within the classroom.
- Perform reading and math clerical and instructional tasks.
- Maintain reading and math reporting and record keeping tasks.
- Provide explicit instruction in phonetic awareness, comprehension and thinking strategies, vocabulary, and fluency to small groups of students.
- Ability to maintain strong productive relationships with other employees, parents, and students.
- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and program.
- Willingness to perform tasks as assigned.

Preferred Knowledge, Skills, and Abilities:

- Experience in working with students in formal and informal activities and instructional settings.
- Ability to show flexibility and good judgment.
- Demonstrated skills in organization and time management.
- Ability to use excellent written and oral communication and interpersonal skills to work effectively with staff, students, and community.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

Minimum Requirements:

- 18 years of age
- High School diploma OR recognized equivalent **AND**
 - Two years of study at an institution of higher education **OR**
 - An associate degree (or higher) **OR**
- Completion and passage of a state or local academic assessment.
- Ability to maintain strong productive relationships with other employees, parents, and students.
- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and program.
- Willingness to perform tasks as assigned.

Employment Requirements – After Hire:

- Completion of New Employee Orientation within 30 days.
- Completion of online workplace training within 30 days of hire.

- Completion of Washington State mandated Paraeducator Certificate Program training, by state-established timelines.

Working Conditions:

- Physical Demands – While performing the duties of this job, the following physical demands are significant lifting, carrying, walking, standing, stooping, crouching, and/or kneeling, and significant fine motor dexterity.
- Work Environment – Most activities are performed indoors in a classroom setting. Position may require the employee to supervise students in an outdoor setting under a variety of weather conditions. The noise level in the work environment is moderate. The employee has responsibility for the safety and wellbeing of others and must be able to interact with other workers. Potential exposure to ordinary infectious diseases carried by students, student bodily fluids, and aggressive student behavior.

The information contained in this job description is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.