

**Auburn School District****Job Title:** Paraeducator – Special Education**Reports To:** Building Administrator**Unit Classification:** Public School Employees of Auburn (PSEA)

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**Duties and responsibilities:**

- Assist the classroom teacher with instructional activities and academic support for students.
- Support the inclusion of students with disabilities in activities with non-disabled peers.
- Encourage and assist students in developing independence and self-management skills.
- Monitor and supervise student behavior in both structured and unstructured settings, on or around school premises, as directed by the principal or supervisor.
- Apply escalation prevention and de-escalation strategies to support student regulation and behavior.
- Provide personal care and self-help assistance to students, which may include:
  - Changing clothes and assisting with hygiene needs
  - Diapering and toileting support
  - Tube feeding and other health-related procedures
  - Supporting the lifting and transferring of medically fragile students (depending on assignment)
- Support the implementation of Individualized Education Programs (IEPs) and Positive Behavior Support Plans.
- Assist with classroom tasks such as documenting student progress, recording observed behaviors, and preparing materials.
- Provide one-on-one or small-group academic support to help students complete schoolwork.
- Comply with all Board policies, district procedures, rules, and applicable collective bargaining agreements.
- Perform other related duties as assigned by the teacher or supervisor.

**Preferred Knowledge, Skills, and Abilities:**

- Experience in working with students in formal and informal activities and instructional settings.
- Coursework or training in managing and attending to students with special needs.
- Specific course work or experience in reduction of aggression and self-injurious behaviors.
- Experience or training in restraint training.
- 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's degree (or higher) OR
- Completion and passage of a state or local academic assessment.
- Must have or be willing to obtain SafetyCares training.
- 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.
- Maintain consistent and reliable attendance.
- 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, kneeling, and significant fine motor dexterity. Depending on assignment, this position may require supporting the physical lifting and transferring of medically fragile students. Must be able to lift and/or transfer students weighing up to 50 pounds independently and more than 50 pounds with assistance or the use of appropriate equipment.
- 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 well-being of others and must be able to interact effectively 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.*