

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

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**Duties and responsibilities:**

- Assist teachers with instruction and activities within the classroom.
- Supervise conduct and behavior of students in both formal and informal areas on or about the school premises as assigned by the principal or supervisor.
- Perform basic office, clerical, and instructional tasks as assigned.
- Assist students with the necessary self-help requirements such as changing, diapering, toileting help, etc., consistent with procedures prescribed with the assigned program.
- Other related duties and responsibilities as assigned.

**Training and Knowledge desired:**

- Experience in working with students in formal and informal activities and instructional settings.
- Course work in managing and attending to students with special needs.
- Must currently have or be willing to obtain a Right Response training certificate.

**Requirements:**

- High school diploma OR recognized equivalent (GED, high school transcripts)
- 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.
- Must have a current Right Response training certificate or be willing to complete Right Response training.
- Willingness to perform tasks as assigned.

**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.
- 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.

**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.*