

Auburn School District

Job Title: Paraeducator – Community Lab Paraeducator

Reports To: Building Administrator

Unit Classification: PSEA

Duties and responsibilities:

- Provide direct assistance to special needs students within high school and/or community worksites.
- Reinforce vocational goals and safety precautions with students and employers.
- Adapt materials/equipment to enhance students' learning, opportunities, and performance.
- Monitor students' progress by supporting employers with student instruction and completion of student performance assessments.
- Build and maintain positive, productive and professional relationships with students, other staff, and employers.
- Ability to develop new work sites and adhere to detailed job placement procedures.
- Efficiently manage scheduling and attendance responsibilities.
- Communicate frequently and clearly both orally and in writing.
- Attend team meetings and follow up on all responsibilities in a timely manner.
- Assist Transition Specialists.
- Other duties as assigned.

Preferred Knowledge, Skills, and Abilities:

- Experience in working with students in formal and informal activities and instructional settings.
- Course work 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 and biases while valuing and respecting the cultural identities of others.
- Commitment to establishing and supporting an inclusive environment that promotes equitable access, opportunity, and outcomes for all students, staff, and families.
- Ability to build positive and respectful relationships with individuals from diverse cultural, linguistic, and socioeconomic backgrounds.
- Ability to apply culturally responsive practices in communication, collaboration, assessment, and service delivery.
- Ability to support the district's commitment to anti-bias, anti-racist, and inclusive practices.
- Commitment to the Auburn School District mission to engage, educate, and empower each student in a culture of equity and excellence.

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.
- Must have good physical stamina to perform very active job duties.
- Experience working with students with special needs
- Ability to pass district Type II Driver's Authorization and willingness to drive students when necessary.

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.