

**TITLE: Paraeducator I – Campus Security****Page 1**

**Employee Group:** Classified Support Staff of Edmonds (Public School Employees)

**Reports to:** Building Administrator or designee.

**Supervises:** None

**FLSA Status:** Non-exempt

**Salary Level:** Paraeducators' Salary Schedule – Level I

**JOB SUMMARY:** Assists in the supervision and security in or around campus buildings, facilities, and areas adjacent to the school site. Works collaboratively with administrators, staff, students, SRO, and school community. Performs routine clerical tasks and assists students in developing appropriate school behaviors.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Provides continuous campus-wide supervision and security. Works collaboratively with administrators, staff, students, SRO, and school community in safety and security of the campus and students. Models expected school behaviors.
2. Supervises lunch periods, locker rooms, parking areas, students' arrival and departures, and transitions within the school setting. Intervenes when students are misbehaving, not in the proper location, or may be in dangerous or unsafe situations. Assists in upholding and enforcing school rules.
3. Assists in developing and implementing positive behavior interventions and support. Assigns consequences for behaviors that disrupt the learning environment.
4. Escorts or directs visitors to the office for permission to remain on campus; advises unauthorized visitors that they are prohibited from entering campus facilities.
5. Investigates, collaborates, and documents incidents that occur on or near the campus. Performs record keeping and basic clerical functions for the purpose of recording incidents, investigations, and interventions.
6. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
7. Develops familiarity with students in order to build rapport and relationships that support positive learning behaviors.
8. Maintains regular and consistent attendance.

**OTHER FUNCTIONS:**

9. Attends District or building-directed training for paraeducators.
10. Performs equipment and supply inventories; orders materials as necessary.
11. Administers first aid, as necessary.
12. May serve on various department, school, and/or District committees.
13. Performs related duties consistent with the scope and intent of the position.

**REQUIRED QUALIFICATIONS****Education and Experience**

- Be at least eighteen years of age and hold a high school diploma or its equivalent
- In addition, a paraeducator must meet one of the following:

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1. Hold an associate degree or higher from an accredited college or university
  2. Have earned 72 quarter credits or 48 semester credits at the 100 level or higher at an accredited college or university
  3. Completed an apprenticeship as a paraeducator, in a program registered with the Washington State Apprenticeship and Training Council
  4. Received a passing score on one of the following PESB approved assessments:
    - ETS ParaPro Assessment
    - Pearson Paraprofessional Assessment
    - Master Teacher Inc. Paraeducator Online Training Program

**Knowledge of:**

- Principals of safety and security.
- Student discipline practices and procedures.
- Developmental stages and learning styles of individual students.
- Basic methods of individual and group supervision.

**Skill in:**

- English in verbal and written form, use correct grammar, punctuation and spelling.
- Managing challenging student behaviors in a non-escalating, positive manner.
- Maintaining records in an organized manner.
- Operating a personal computer and standard office equipment.

**Ability to:**

- Quickly learn discipline policies, procedures, and processes.
- Operate mobile radio communication equipment.
- Maintain composure in stressful situations.
- Demonstrate awareness and appreciation of diversity among individual students and demonstrate commitment to strengthening engagement of a diverse community.
- Understand and execute verbal and written instructions, policies, and procedures and seek clarity when needed.
- Work effectively in a team-oriented environment with teachers, other District staff, parents, and students.
- Communicate effectively with District staff, parents, and students using tact, courtesy, and good judgment.
- Remain flexible to changes in assignments or situations.
- Set priorities and complete assigned tasks in an atmosphere of frequent interruptions.
- Intervene with emotional, angry or disruptive students.
- Differentiate between individual differences, cultural differences and universal similarities.
- Utilize word processing software and learn the operation of District adopted software.
- Protect the confidentiality of student information consistent with FERPA and handle confidential matters appropriately and ethically.
- Uphold board policies and follow administrative procedures.

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- Meet state recommended core competencies pursuant RCW 28A.415.310.
  - Favorably represent the District and promote positive public relations when communicating with the general public.

**Licenses/Special Requirements:**

- Possession of valid First Aid and CPR Certifications or willingness to acquire depending on job assignment.

**PREFERRED QUALIFICATIONS**

- Previous experience working with high school age students and/or background with school supervision.
- Training with cultural, ethnic and language diversity.

**WORKING CONDITIONS**

High school campus setting. Works outdoors in inclement weather. Exposure to infectious diseases and illnesses carried by students. May provide security assistance at athletic events, special programs, and other similar activities which may occur after regularly scheduled school hours and on days of the week that school is not in operation.

**PHYSICAL DEMANDS**

Walking throughout the campus and perimeter for extended period of time. Requires near/far visual acuity. Frequently required to use hands to handle or feel; reach with hands and arms; and stoop, kneel or crouch.

**DISCLAIMER**

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed nor do the statements above list all responsibilities and qualifications of personnel so classified.

**CLASSIFICATION HISTORY**

Job description developed by HR, 9/16.  
Revised, 07/23.