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**Employee Group:** Classified Support Staff of Edmonds (Public School Employees)**Reports to:** Building Administrator or designee. Receives direction and setting of priorities from other designated staff to include classroom teacher(s).**Supervises:** None**FLSA Status:** Non-exempt**Salary Level:** Paraeducators' Salary Schedule – Level IA

**JOB SUMMARY:** The Paraeducator IA works collaboratively with students/staff in an intensive learning support classroom, special education classrooms, Pre-K classrooms, or other learning environments. This position assists with a variety of instructional support and supervision duties of students who have learning, communication, physical, behavioral, or emotional disabilities. Additionally, this position prepares educational materials, monitors academic progress, collects student data, and implements behavior plans.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Works collaboratively with classroom teachers in the daily management, organization, monitoring, and safety of students; provides instructional support to students in reading, writing, math, and with social/behavior skills. Scribes and adapts instruction for all academic areas, as assigned. Models expected classroom behaviors.
2. Supervises and escorts students to and from recess and lunch periods, field trips, locker rooms, study and detention rooms, health room; 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; may supervise students during in-school suspension or in extended day programs.
3. Collects and prepares instructional and non-instructional materials as directed; assembles worksheets; lessons, art supplies, and other materials; creates and posts bulletin boards; corrects worksheets, tests, and assignments.
4. Works with individuals and/or groups of students in educational, creative, and structured play activities using social and vocational skills; assists with classwork and assignments; tutors and monitors student activities in the classroom, on school grounds, and in the community as needed.
5. Monitors student behavior and progress, may apply de-escalation techniques, and shares observations with teacher and other professional staff; may participate in parent-teacher conferences.
6. Assists certificated staff with district, state and national test administration; helps maintain diagnostic and test data.
7. Assists with required record-keeping including maintaining and updating student records, class lists, attendance and other data; files and retrieves documents.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
9. Supports social and emotional learning (SEL) by helping students manage emotions, set and achieve positive goals, show empathy for others, maintain positive relationships, and make responsible decisions.
10. May take action, or assist in taking action, to restrain students who are at risk of harming

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- themselves or others by following school/district approved restraint procedures.
11. Assignment may require feeding, diapering, toileting students with disabilities and/or monitoring of medical conditions.
  12. May teach independent living skills such as cooking, laundry, general personal hygiene and cleanliness.
  13. Maintains regular and consistent attendance. Work must be provided onsite and in person.

**OTHER FUNCTIONS:**

14. Attends District or building-directed training for paraeducators. Willingness to be trained in de-escalation/restraint of students as necessary.
15. Performs equipment and supply inventories; orders materials as necessary.
16. Assists in the supervision of volunteers and student assistants.
17. Types, copies, and distributes forms, correspondence, student behavioral contracts, worksheets, tests and schedules by using standard office equipment.
18. May answer phones, take messages and/or direct callers, and assist visitors. Performs routine clerical tasks to support teachers and other district staff.
19. Administers first aid, as necessary.
20. May serve on various department, school, and/or District committees.
21. 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:
  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:**

- General office practices and procedures.
- Classroom management and student discipline procedures.
- Developmental stages and learning styles appropriate to the assigned grade levels and individual students.
- Knowledge of general needs of students with behavior and emotional disabilities.

**Skill in:**

- Reading, writing, spelling, and math computation.
- Managing challenging student behaviors in a non-escalating, positive manner.
- Maintaining records in an organized manner.

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- Operating a personal computer and standard office equipment.

**Ability to:**

- Acquire and apply knowledge of IDEA and Section 504 requirements.
- Work with students who have a variety of disabilities.
- Work in a stressful environment.
- 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.
- Effectively supervise and instruct students one-on-one or in a small group setting.
- Protect the confidentiality of student information consistent with FERPA and handle confidential matters appropriately and ethically.
- Participate in activities and responsibilities as assigned by the classroom teacher.
- Uphold board policies and follow administrative procedures.
- 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 (Must maintain certification as a condition of employment):**

- Possession of valid First Aid and CPR Certifications (or ability to obtain within 1 year of employment)
- Certification of de-escalation and physical restraint training (or ability to obtain within 6 months of employment).
- Maintain training and use of proper physical transfer techniques, including use of the Hoyer lift.

**PREFERRED QUALIFICATIONS**

- Previous experience working with students in an educational setting and/or evidence of an interest in supporting learning experiences.
- Experience working with students with physical or cognitive disabilities and/or behavior challenges or social/emotional issues desirable.
- Training with cultural, ethnic and language diversity.

**WORKING CONDITIONS**

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Classroom or other indoor setting. Experiences frequent interruptions. May work outdoors in inclement weather. Must be willing to ride the bus and/or swim during swimming events for students. Noise level in the work environment can vary depending on daily activity and may occasionally be moderate to high. This position works with students with complex needs and challenging behaviors, such as seizures, vomiting, choking, toileting, feeding, spasms, spitting, etc.

Positions are assigned centrally by the student services department and can be reassigned to other work locations if needed.

**PHYSICAL DEMANDS**

Must be able to stand, sit, and walk for extensive periods of time. Frequently required to use hands to handle or feel. Frequently required to reach with hands and arms. Frequently required to stoop, kneel, crouch, squat, or bend. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Must be able to lift/carry up to 50 pounds (books, files, learning resources, equipment, etc.) on a regular basis. Exposure to communicable diseases and bloodborne pathogens.

This position has constant interaction with groups of students with complex needs and challenging behaviors. Must be able to withstand physical and emotional stress. Required to lift, position, and/or move students on a regular basis. Examples include lifting and positioning physically impaired students in and out of a vehicle, wheelchair, pool, therapy equipment, etc., numerous times per day.

**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, 9/94. Revised 9/03 (including title change from Educational Assistant), 3/06, 6/09, and 6/15, 6/18, 1/19; revised 5/2019. Revised: 07/23.