

**TITLE:** Paraeducator II – Scriber Lake High  
(STEP and Competency-Based Learning Programs)

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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 II

**JOB SUMMARY:** This position is assigned to either the Student Transition Education Program (STEP) or Competency-Based Learning (CBL) Program located at Scriber Lake High School. The Paraeducator assists certificated staff in delivering instructional programs and providing extended learning opportunities to at-risk/low performing students or students who have credit deficiencies in nearly every content area. This position monitors students' academic progress, attendance, behavior, and safety.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Participates in planning and coordinating activities to assist high school students in meeting graduation requirements and grade-level/equivalency standards on state assessments.
2. Under the direction of a certificated staff person, monitors classes; meets with students one-on-one or in a small group; assists and directs students in completing classroom assignments and projects in various subject areas; assures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, engaging in social and emotional support, and providing general guidance.
3. Tracks and reports to teachers and counselors students' progress regarding grades and credits, assignment completion, academic performance, and behavior. Evaluates student assignments, correct worksheets, and tests.
4. Establishes regular communication with families, teachers, and counselors to support student success in and out of the classroom; under the direction of certificated staff, calls parents/guardians and schedules meetings as needed.
5. Assists teachers in the daily management, organization, monitoring, and safety of students; supervises breaks, lunch periods, and student arrival and departures.
6. Utilizes assessments, surveys, and interviewing techniques to help students identify their goals and formulate a plan for their future.
7. Operates a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.
8. Maintains daily attendance and progress monitoring in Skyward, updates records upon submission of work.
9. Maintains and analyzes files and records; files and retrieves documents as necessary.
10. Paraeducators assigned to the CBL program facilitates transfer of CBL content from paper to electronic format requiring intimate familiarity with each contract; coordinates with teachers to ensure content is accessible by maintaining web links; problem solves with teachers when issues arise.
11. Performs a variety of routine clerical and office tasks supporting teachers and other district staff, as necessary.
12. May assist in the administration of high school examinations; may orders tests, prepare

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- schedules and materials, provide directions, and monitor students during testing.
13. Provides routine first aid to injured students as needed; responds to medical emergencies and prepares related paperwork as required.
  14. Performs other related duties as assigned.

**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, Skills, and Abilities:**

Knowledge in specialized skill or technical area obtained through post-secondary training or work experience.

Knowledge of school-wide behavior management systems and current methods and practices for managing student behavior.

Knowledge of general office practices and procedures.

Skill in utilizing Windows-based software and various application programs, including Microsoft Word, Excel, and Outlook.

Ability to work effectively in a multicultural and diverse socioeconomic environment.

Ability to communicate effectively with students, District Staff, community agencies, and parents using tact, courtesy, and good judgment.

Ability to work calmly and effectively with at-risk students.

Ability to organize and prioritize work assignments independently and meet deadlines.

Ability to determine most appropriate method for completing assignments.

Ability to organize and maintain complete and accurate program records and documentation.

Ability to calmly and effectively intervene with angry or disruptive students.

Ability to understand and execute verbal and written instructions, policies, and procedures.

Ability to operate standard office equipment such as a fax machine, laminator, bookbinder and photocopier.

**Licenses/Special Requirements:**

- Possession of valid First Aid and CPR Certifications or ability to acquire depending on job assignment.
- May be required to obtain Right Response Certification and/or Type II Driver's License.

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**WORKING CONDITIONS**

Work is normally performed within a classroom setting. Work is performed with frequent interruptions from students or staff. May work outdoors in inclement weather. Exposure to infectious diseases and illnesses.

**PHYSICAL DEMANDS**

Ability to sit or stand for prolonged periods.

**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:**

Developed by Human Resources, 12/13. Revised and reviewed by committee, 04/14. Revised by HR 10/17 (to include CLB Program). Revised 07/23.