

**TITLE: Paraeducator II – V.O.I.C.E.****Page 1****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:** Works collaboratively with certificated staff to serve students 18-21 years old who have developmental disabilities; assists students with vocational experiences in community work sites; monitors students' progress, behavior, and safety. Performs routine clerical tasks to support teachers and other district staff. Performs work that may be physically hazardous or requires exceptional physical exertion or requires working in disagreeable conditions for a majority of time.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Works collaboratively with teachers and work supervisors in the daily management, organization, monitoring, and safety of students.
2. Provides support and job coaching to assigned student at job site; ensures student understanding of the responsibilities associated with being employed. Assists with social/behavior skills and models expected behaviors. Assists student using occupational materials and equipment, as needed. Monitors student effectiveness/success in job placement.
3. Communicates regularly with teachers, supervisors, administrators, and students to exchange information, coordinate activities, and provide a continuum of training and support for student transition to adult life.
4. Supervises student learning activities and student behavior at job placement site. Independently escorts students to and from assigned job site, on field trips in the community, during students' arrival and departures, and transitions throughout the student's day. Intervenes when students need re-direction, are not in the proper location, or may be in dangerous or unsafe situations. Assists in upholding and enforcing work site and school rules.
5. Guides students in the use public transportation including orientation to immediate environment, identifying landmarks, learning a route, safely crossing streets, locating transit stops, paying fares, etc.
6. Collects and prepares instructional and non-instructional materials as directed; assembles worksheets; lessons and other materials; corrects worksheets, tests, and assignments. May create visual supports for job sites.
7. Works with individuals and/or groups of students in educational and structured recreational activities using social and vocational skills; tutors and monitors student activities in the classroom, on school grounds, and in the community as needed.
8. Provides input and shares observations regarding student behavior and progress with teacher and other professional staff; may participate in parent-teacher conferences.
9. Assists with required record-keeping including maintaining and updating student records, class lists, attendance and behavior and educational data; files and retrieves documents.

**TITLE: Paraeducator II – V.O.I.C.E.****Page 2**

10. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
11. Applies de-escalation techniques, as appropriate. May take action, or assist in taking action, to block or restrain students who are at risk of harming themselves or others by following school/district approved restraint procedures.
12. Assignment may require feeding, diapering, toileting students with disabilities and/or monitoring of medical conditions.
13. May teach independent living skills such as cooking, laundry, general personal hygiene and cleanliness.
14. Participates in IEP meetings as appropriate.
15. Maintains regular and consistent attendance. Work must be provided onsite and in person.

**OTHER FUNCTIONS:**

16. Attends District or building-directed training for paraeducators. Willingness to be trained in de-escalation/restraint of students as necessary.
17. Performs equipment and supply inventories; orders materials as necessary.
18. Assists in the supervision of volunteers and student assistants.
19. Types, copies, and distributes forms, correspondence, student behavioral contracts, worksheets, tests and schedules by using standard office equipment. May answer phones, take messages and/or direct callers, and assist visitors.
20. Administers first aid, as necessary.
21. May serve on various department, school, and/or District committees.
22. 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.
- General needs of students with behavior and emotional disabilities.
- Developmental stages and learning styles appropriate to the assigned grade levels and individual students.

---

**TITLE:        Paraeducator II – V.O.I.C.E.****Page 3**

---

**Skill in:**

- Using public transportation.
- Reading, writing, spelling, and math computation.
- 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:**

- Independently problem solve unique student and employer situations.
- Acquire and apply knowledge of IDEA and Section 504 requirements.
- Work with students who have a variety of disabilities.
- Maintain composure under stressful conditions.
- 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.
- Meet and interact effectively with employers, staff, parents, and students using tact, courtesy, and good judgment.
- Communicate clearly and concisely, both orally and in writing.
- 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:**

- Possession of valid First Aid and CPR Certification.
- Certification of de-escalation and physical restraint training is required for all employees who work in a self-contained classroom.

**PREFERRED QUALIFICATIONS**

**TITLE: Paraeducator II – V.O.I.C.E.****Page 4**

- 
- 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**

Community-based sites, classrooms or other indoor settings. 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 can be reassigned to other work locations as needed.

**PHYSICAL DEMANDS**

Ability to freely move/traverse about community, inside various buildings, and take public transportation. Amount of standing, sitting and walking will vary depending on specific assignment. Must be able to ascend/descend stairs.

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.

**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, 6/15, 3/16 (created description specific to VOICE program), 7/17 (revised and reclassified from Level IA to II). Revised 07/23.