

TITLE: Paraeducator II**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: The Paraeducator II assists certificated staff in delivering instructional programs by working in specialized areas such as: computer lab, deaf and hard of hearing (DHH), vocational education, case management and/or intervention. This position adapts and implements educational materials to students' specialized needs. The Paraeducator II position monitors students' progress, behavior, and safety. Additionally, this position performs a variety of routine clerical and office tasks supporting teachers and other district staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Under the direction of a certificated staff person, applies specialized skills or technical knowledge in adapting, modifying, or creating educational materials to meet the special needs of a single student or a small group.
2. Independently handles student caseload. Meets with students one-on-one or in a small group. Maintains records for assigned caseload in compliance with program requirements.
3. Collects and prepares program specific instructional and non-instructional materials as directed; assembles worksheets.
4. Assists teachers in the daily management, organization, monitoring, and safety of students; supervises recess and lunch periods, field trips, locker rooms, study and detention rooms, and student arrival and departures.
5. Applies specialized program skills to evaluate student assignments, correct worksheets, and tests.
6. Supervises and conducts individual and small groups in educational, creative, and structured play activities; assists with class work and assignments; tutors and monitors student activities in the classroom and special sessions.
7. Monitors and documents student behavior and progress, and consults or assists in assessment with teacher, parents, other professional staff, and community agencies.
8. Under supervisor's direction, administers district, state, and national tests; maintains diagnostic and test data for teacher; maintains and updates student records, class lists, attendance, and other data. Monitors administration of individual academic assessment evaluation.
9. Assignment may require feeding, diapering, toileting students with disabilities and/or monitoring of medical conditions.
10. May take action, or assist in taking action, to restrain students who are at risk of harming themselves or others by following school/district approved restraint procedures.
11. May teach independent living skills such as cooking, laundry, general personal hygiene and cleanliness. May supervise students during in-school suspension or in extended day programs.
12. Types and distributes forms, correspondence, contracts, worksheets, tests and schedules by

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using office machines such as a word processor, photocopier, laminator, bookbinder, and office equipment.

OTHER FUNCTIONS:

13. Performs equipment and supply inventories. Orders materials as necessary.
14. May serve on various department, school, and/or District committees.
15. Assists in the supervision of volunteer and student assistants.
16. Maintains files and records. Files and retrieves documents as necessary.
17. Attends District or building-directed training for paraeducators.
18. Administers first aid as necessary. Administers medications, if delegated by a school nurse.
19. Maintains regular and consistent attendance. Work must be provided onsite and in person.
20. 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 of:

- Specialized skill or technical area obtained through post-secondary training or work experience.
- 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.
- General needs of students with behavior and emotional disabilities.
- Physical or occupational disabilities, speech/language development, and/or vision instruction if applicable

Skill in:

- 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.
- Learning and interpreting assignments, procedures, rules, and regulations

TITLE: Paraeducator II**Page 3****Ability to:**

- Assist in the adaptation of program specialized instructional material.
- Teach life skills or provide vocational training in assigned area.
- Acquire and apply knowledge of IDEA and Section 504 requirements.
- Work with students who have a variety of disabilities.
- 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:

- 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

- 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

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

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challenging behaviors, such as seizures, vomiting, choking, toileting, feeding, spasms, spitting, etc. Positions can be reassigned to other work locations as 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.

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 the functions listed nor do the statements above list all responsibilities and qualifications of personnel so classified.

CLASSIFICATION HISTORY

Job description developed by committee, 9/94. Revised by committee 04/96. Job Title change from EA II to Paraeducator II, 9/03. Revised 06/23. Revised 07/23.