TITLE: Paraeducator I

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 I

JOB SUMMARY: Works collaboratively with certificated staff in classrooms or other learning environments, assists with a variety of instructional support and student supervision duties; prepares educational materials; monitors students' progress, behavior, and safety. Performs routine clerical tasks to support teachers and other district staff.

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 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. Assists with the physical setup and arrangement of the classroom
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. Participates 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. Maintains regular and consistent attendance.

Other Essential Functions and Responsibilities:

10. Provides instructional support to classroom teachers with mobility challenges and/or ADA accommodations.
11. Attends District or building-directed training for paraeducators.
12. Performs equipment and supply inventories; orders materials as necessary.
13. Assists in the supervision of volunteers and student assistants.

14. 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.
15. Administers first aid, as necessary.
16. May serve on various department, school, and/or District committees.
17. 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.

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.

Ability to:

- 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 Certifications or willingness to acquire depending on job assignment.
- Certification of de-escalation and physical restraint training is required for all employees who work in a self-contained classroom.

PREFERRED QUALIFICATIONS

- Previous experience working with students in an educational setting and/or evidence of an interest in supporting learning experiences.
- Training with cultural, ethnic and language diversity.

WORKING CONDITIONS

Classroom or office setting. May work outdoors in inclement weather. Exposure to infectious diseases and illnesses carried by children. Experiences frequent interruptions. Noise level in work environment can vary depending on daily activity and may occasionally be moderate to high.

PHYSICAL DEMANDS

Amount of standing, sitting and walking will vary depending on the age of students and classroom assignments. Frequently required to use hands to handle or feel; reach with hands and arms; and stoop, kneel or crouch. Must lift/carry up to 25 pounds (books, files, learning resources, equipment, etc.) on a regular basis. Must occasionally lift, position, and/or move students birth through 21 years of age. Anything over 50 pounds should be performed as a two-person lift or with a mechanical lift.

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. Revised: 07/23. Revised: 06/25.