

HIGHLINE PUBLIC SCHOOLS Job Description

JOB TITLE: GUEST (SUBSTITUTE) PARAEDUCATOR

WORK DAYS PER FISCAL YEAR: On-call as needed

SUMMARY: The position of substitute paraeducator may perform a variety of tasks. This position assists a certificated teacher or other staff member with support services, either instructional or non-instructional activities, for the purpose of educating basic education, special education, and/or preschool students. Some tasks include: tutors students; monitor student behavior in classrooms, on the playground, in the cafeteria, loading or unloading buses or at the crosswalks; and maintain records and track assignments.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Instructs students and assists in keeping track of assignments.
- Administers standardized tests. Reviews standardized test scores for students.
- Tutors students individually or in small groups in assigned subject area.
- Promotes student understanding of materials presented.
- Records daily activities and individual student progress.
- Monitors student behavior and ensures students stay on task.
- Types, duplicates, collate and distribute teaching materials.
- Assists in the creation of ancillary material such as posters and bulletin boards.
- Maintains records and prepares reports.
- Promote student safety.

Depending on the specific area:

- Meets special education students at buses. Assists students with entering and exiting buses.
- Escorts students to and from classes.
- Transports students in wheelchairs. Lifts students from wheelchairs. Assists students in positioning adaptive equipment.
- Provided physical assistance to handicapped students. Assists students with toileting, feeding, dressing, and related activities. Attends to student's personal hygiene needs.

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- Monitors, evaluates, and documents medical problems of students.
- May provide general office assistance.
- Assist instructor in the development and implementation of daily classroom program.
- Assist in enrollment and recordkeeping of new students.
- Assist with parent orientation and training.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High School diploma or equivalent

AA degree, 72 college credits, or successful completion of an approved paraeducator assessment test

CONDITION OF EMPLOYMENT:

Must pass post-hire, pre-employment physical assessment

Successful completion of criminal background clearance

Paraeducator competencies 1-6, and 7-11, 13 and 12&14 within 90 days of hire

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will constantly bend neck and back, use hands for repetitive grasping, squat and kneel. The employee is frequently required to stand/walk, sit, use hands for fine manipulation, and pushing/pulling. The employee will occasionally be required to climb stairs, lift and/or reach overhead, lie down, crawl, knee stand, and lift/carry and push/pull. The employee must constantly lift/carry up to 10 pounds and must frequently lift /carry up to 20 pounds. The employee will occasionally lift/carry a maximum of 50 lbs. The employee is occasionally required to push/pull a maximum weight of 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions in a controlled space with artificial lighting and some natural lighting. The employee may be required to go outside for recess, crossing guard duty or meeting buses. The indoor flooring is both carpeted and linoleum. The employee regularly works near video display. The noise level in the work environment is usually moderate and occasionally loud. Exposed to infectious diseases carried by children. The employee must adjust to frequent interruptions in their work schedule.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

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CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.07.09

Revised Condition of Employment section, 2021.12.10

Updated Context and Mission statement, 2020.09.21

Transferred to newest format by Human Resources, 2014.01.10

Updated by Human Resources, 2013.06

Created by Human Resources, 2011.04

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166