



# KENT SCHOOL DISTRICT

## EQUITY | EXCELLENCE | COMMUNITY

### Position Description

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|-------------------|---------------------------|------------------------|--------------------------------------|
| <b>TITLE:</b>     | Paraeducator - Elementary | <b>REPORTS TO:</b>     | Principal/Other School Administrator |
| <b>COMMUNITY:</b> | N/A                       | <b>CLASSIFICATION:</b> | KAP                                  |
| <b>FLSA:</b>      | Non-Exempt                | <b>WORK YEAR:</b>      | 189 KAP Calendar                     |
| <b>ISSUED:</b>    | February 1, 2024          | <b>SALARY:</b>         | KAP Salary Schedule                  |

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#### PRIMARY PURPOSE:

The purpose of this position is to assist with the delivery of instructional services for eligible students in an elementary school program. Responsibilities vary with the individual assignment, but typically include instruction of students, student discipline, planning, preparation of materials, testing, and record keeping. The position may be found in such programs as Title I/LAP, Native American education, library, and welcome room.

#### REPRESENTATIVE DUTIES:

Instructs students individually or in a small group setting under the direction of certificated employee(s).

Acts as an instructional resource for classroom teachers or other certificated personnel.

Prepares and adapts lessons and activities with teacher or other certificated professional approval, to be used to supplement classroom or related activities and instruction; assists in the evaluation of student needs and prepares appropriate lessons and materials in collaboration with certificated personnel; facilitates student involvement in school activities; may assist and/or instruct students in computer usage and operation.

Maintains and/or assists with student discipline, including the development and maintenance of positive student behavior.

Assists students with building emergency drills; may assist with the supervision of students during building activities, such as assemblies and special programs; may supervise students coming to and from the school bus or on crosswalks and may provide for communications between the school bus driver and classroom teachers regarding student behavior; may assist students in getting organized for the day and in exiting the classroom at the end of the day.

Maintains records of student progress; completes required forms and paperwork, including student placement materials; scores standardized student tests; assists in evaluating student progress; develops and maintains an appropriate filing system for student records, correspondence, and other related documents; may screen students for program placement.

Develops and prepares materials and supplies for supplemental activities.

Provides communications to parents, which may include student progress, behavior, and class assignments.

Assists specialists in determining need for supplies and materials; compiles and maintains equipment inventory records; may assist with program audits.

**OTHER JOB DUTIES:**

- May attend program meetings.
- May operate audiovisual equipment.
- May serve on building committees.
- May attend staff meetings and building events, such as open house.
- May attend related in-service activities and workshops.
- Serves as member of the instructional team of the building; performs related duties consistent with the scope and intent of the position as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge, Skills, and Abilities

- Must demonstrate a successful level of the knowledge, skills and abilities listed below:
- Some knowledge of effective methods and techniques for working with children.
- Ability to work independently, and to independently learn operations, procedures, processes, and use of equipment, especially computers.
- Ability to exercise sound, independent judgment, including handling of confidential matters.
- Ability to keep work organized and carry out duties effectively and efficiently, including the ability to appropriately set priorities.
- Ability to work effectively under pressure.
- Ability to communicate clearly and concisely, with courtesy and respect.
- Ability to interact with others in a work environment, including the ability to adapt to new or different conditions.
- Ability to be dependable, including good habits in attendance and punctuality.
- Ability to be flexible and to adapt to changes in plans or activities on short notice.
- Upon hire, K-12 paraeducators will be required to complete and state required training for their position.

Education and Experience

Must meet the requirements of WAC 179-03-020 - High school diploma or equivalent plus two years of study at an institution of higher learning (72 quarter credits); or an associate's or higher degree; or has met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics, or knowledge of and the ability to assist in instructing reading readiness, writing readiness, or mathematics readiness.

Working Relationships:

Works under the direction of the building principal or designee and program specialists(s). Works closely with the classroom teacher(s) and other paraeducators. Interacts daily with

students and school staff. Interacts with district program staff and to varying degrees with parents.

**WORKING CONDITIONS:**

The daily instructional activities are performed in a classroom setting or in a pullout model for small groups of students. There is frequent interaction with students. Materials and equipment are frequently transported to various locations during the workday. The paraeducator works with at-risk students of various academic and social deficits, which may include anti-social behaviors. A high level of records management, record-keeping, and reporting exists. The employee may be exposed to infectious diseases. Regular attendance at job site is required.

**EVALUATION:**

Evaluation responsibilities are assigned to the principal or other school administrator or designee.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*

*In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.*