KENT SCHOOL DISTRICT
EQUITY | EXCELLENCE | COMMUNITY

**Position Description**

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| **TITLE:** | Special Education Paraeducator | **REPORTS TO:** | Principal/Other School Administrator |
| **COMMUNITY:** | N/A | **CLASSIFICATION:** | KAP |
| **FLSA:** | Non-Exempt | **WORK YEAR:** | 190 KAP Calendar |
| **ISSUED:** | December 11, 2023 | **SALARY:** | KAP Salary Schedule |

**PRIMARY PURPOSE:**
The purpose of this position is to assist with the delivery of instructional services in the special education program of an elementary school. Responsibilities vary with the individual assignment, but typically include instruction of students, student discipline, student hygiene, classroom housekeeping, planning, preparation of materials, testing, and record keeping.

**REPRESENTATIVE DUTIES:**
- Instructs students individually or in a small group setting under the direction of certificated employee(s).
- Assists in the implementation of the goals and objectives of the IEP for each student.
- May prepare and adapt lessons and activities at the direction of the teacher, to be used as classroom activities and instruction.
- May plan, prepare, and assemble homework activities for students.
- Assists and/or instructs students in computer usage and operation.
- Monitors group during interaction times, observes students and maintains an awareness of individual student emotional and physical needs; reports situations as appropriate to classroom teachers.
- Maintains and/or assists with student discipline, including the maintenance of positive student behavior.
- May assist with the supervision of students during building activities, such as assemblies and special programs; may supervise students on playground areas at recess times; may plan activities and supervise indoor recesses during inclement weather periods.
- May supervise students coming to and from the school bus or 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.
- May attend to the personal hygiene needs of students, including diapering, toileting, catheterization, dressing, and wheelchair transfer; may lift children when necessary to accommodate personal hygiene needs; may assist in feeding.

- Participates in planned student therapy activities; may provide range-of-motion exercise, when trained and under the supervision of OT/PT personnel; or may assist the SLP by observing and recording speech-language skills of students in the school environment.
- May use first aid and/or CPR in the event of a medical need or emergency situation, if qualified; when trained, attends to a variety of medical needs as may be necessary including dispensing medication.
- Cleans the tables and related classroom areas following snack times, including cleaning of dishware.
- May use ASL signing at a minimal level.
- Assists students with building emergency drills.
- Corrects student papers and keeps records of student progress.
- May score student tests, either standardized or content areas.
- Assists with the evaluation of student progress.
- Prepares classroom materials and supplies, as directed by teacher.
- Assists with the development of classroom bulletin boards and related materials.
- May assist with developing and maintaining an appropriate filing system.

**OTHER JOB DUTIES:**

- May supervise students on outings/field trips.
- May supervise students during a lunch period.
- May operate audio visual equipment.
- May serve on building committees.
- May attend staff meetings and building events, such as open house.
- May attend program meetings and/or related in-service activities.
- May be required to work with caseworkers or parole officers.
- 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

- 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.
- Physical ability adequate to attend to students' hygiene and mobility needs.

- Upon hire, K-12 paraeducators will be required to complete and state required training for their position.

Education and Experience

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. Works closely with the classroom teacher. Interacts daily with students, school staff, and to varying degrees with parents. Interacts with district program staff. May interact with school bus drivers and representatives from community programs.

Licensing and Certification

Must meet the requirements of WAC 392-172A-02090

**WORKING CONDITIONS:**

The daily instructional activities are performed in the classroom setting and may include the outdoor playground or bus loading area. The instructional activities generally involve small groups of students. There is frequent interaction with students. Frequent interruptions occur and visual and mental concentration on details and precision is required. The paraeducator works with at-risk students of various academic and social deficits, which may include anti-social behaviors. Students may also have mental and/or physical disabilities which necessitate assistance in the form of eating, personal grooming, wheelchair transfer, lifting and/or toileting. The work requires significant records management, record keeping, and reporting. 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.*