



PARA EDUCATOR

POSITION DESCRIPTION:

Position is eligible for membership in the Teamsters Local Union No. 763 which is part of the Lake Washington School District Trades Bargaining Council No. 763 (TBC).

SUMMARY:

Assists teachers with individualized and small group instruction for students of all educational levels who have physical or behavioral needs or are medically fragile. Supports students' special health care needs and develops daily living and behavioral skills. Assists staff with classroom preparation and retrieval, use and storage of equipment and supplies. May supervise and assist students in library, classrooms, resource rooms, self-contained classroom, playgrounds, or getting on and off a bus.

ESSENTIAL JOB FUNCTIONS:

- Assists student(s) working on assignments and projects with organizational skills, restating directions or explaining concepts.
- Provides physical assistance for student(s) when necessary to complete task or assignment.
- Encourages and assists student(s) participation in learning, helping to maintain focus on assignments.
- Assists student(s) with motivation, behavior management, and positive verbal communication.
- Models appropriate social skills, and redirects student(s) behavior as needed.
- Provides for the physical, health and safety needs of students, which may include maneuvering student(s), standard feeding, toileting, diapering, restraint, de-escalation, getting on and off a bus, implementing behavior plans as appropriate, and teaching independent living skills.
- Provides delegated physical care and procedures under supervision of registered nurse in accordance with state law, which may include tube feeding, catheterization, or administering medication.
- Assists classroom teachers / special education teachers / special education specialists in the implementation of student IEPs.
- Enters data as needed, researches information, documents attendance, prepares and documents communication to parents under the direct supervision of the teacher, and accesses email via computer.
- Models appropriate behavior for students.
- Follows LWSD policies, procedures and protocols.
- Assists other personnel as may be requested.
- Manages student(s) during simulated or actual emergency crisis (fire alarm, medical emergency, lockdown, etc.) in building.
- Maintains strict confidentiality of student information.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic reading, writing and math skills.
- Ability to communicate essential oral or written information to parents, students and colleagues in fluent English.
- Basic knowledge of computers.
- Establish and maintain effective working relationships with students, staff and community within a diverse population.
- Ability to read and follow instructions and solve practical problems.
- Ability to follow prescribed guidelines for equipment use and operation.
- Ability to work independently.

- Ability to remain calm, flexible and work effectively under pressure.
- Ability to take direction.
- Ability to implement behavior programs and provide academic and behavioral feedback to educational team.
- Ability to conduct training for other Para Educators
- Experience with Autism PEC's/PBS
- Prefer CPR and first aid certification.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must hold an Associate degree (AA) or higher OR have completed two years of study equivalent to 72 college quarter credit hours, OR have passed an Educational Testing Service ParaPro Assessment documenting a score of 461 or higher. Official documentation will be required upon hire.
- Must pass criminal background check

PHYSICAL REQUIREMENTS:

In terms of an 8-hour day, "Occasionally" = 1-33%; "Frequently" = 34-66%; "Continuously" = 67-100%

Occasionally: sit/stand, reach above shoulder level, stoop/bend, climb stairs, perform repetitive arm/hand motion including fingering/pinching; Occasionally/Frequently: lift and/or carry up to 50 lbs., push/pull, twist, squat/crouch; Frequently/Continuously: lift and/or carry up to 10 lbs.; Continuously: handle/grasp.

FINALISTS WILL BE CONTACTED FOR AN INTERVIEW

Immigration Reform and Control Act Requirement: All new employees are required by law to submit documentation to Human Resources proving eligibility to work in the USA by completing an employment eligibility form within three days of employment.

Applicant Disclosure Statement: Pursuant to Chapter 486, Laws of 1987, all applicants must complete the disclosure form provided by Human Resources at the time of application.

Background Check on Recommended Candidate: A reference check inquiry will also be made by Human Resources on recommended candidates. According to 1992 legislation ESHB 2518, all school employees with regularly scheduled unsupervised access to children are required to have a criminal background check, which includes fingerprints.

Special Requirement: All district employees are required to attend HIV/HBV and Educators and Touching presentation or supply evidence of similar courses to Human Resources.

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources
 16250 NE 74th Street Redmond
 Washington, 98052
 (425) 936-1266

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE