



SPECIAL EDUCATION PARA EDUCATOR - SUBSTITUTE
LAKE WASHINGTON SCHOOL DISTRICT

POSITION DESCRIPTION:

Shift TBD and location TBD

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
- Prefer CPR and first aid certification.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent required. 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. Generally, the job requires 60-70% walking; 20-30% sitting; and 10-20% standing.

**In order to be considered for this position, applicants must submit an online classified application:
<https://www.applitrack.com/lakewashington/onlineapp/>.**

The application will be reviewed when completed with all confidential references returned.

Please review LWSO Human Resources Employment Policies: <https://www.lwsd.org/employment/hr-employment-policies>, which includes our non-discrimination policy. We are not able to sponsor employment at this time.