
SPECIAL EDUCATION PARAEDUCATOR RESOURCE ROOM I

DESCRIPTION

6.5 Hour Continuing. This position is located in our Resource 1 Classroom. The resource classroom supports students who require specially designed instruction: this could be supporting students in academics or behavior. This job requires the ability to work one on one with a student as well as teaching small groups under the supervision of the certificated classroom teacher. This job requires supporting students in a variety of settings such as the special education classroom, general education classroom, during transitions, in the cafeteria and outside for physical activity and recess. Roosevelt has a strong culture of collaboration and supporting students. All staff are expected to be an effective member of an educational team as well as take initiative and communicate as needs arise.

This job requires the staff member to be Right Response trained. This will be provided by the district.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Under the direction of the teacher, adapts and assists with classroom activities, assignments and/or materials for the purpose of providing an opportunity for all students to participate in classroom activities.
2. Under the direction of the teacher, administers tests; maintains test, assessment, and behavioral data; maintains and updates student records, class lists, attendance and other data; files and retrieves documents and data.
3. Collects and prepares a variety of materials and assignments (e.g. tests, homework, grades papers, folders, etc.) for the purpose of assisting teacher in evaluating students' progress and/or organizing the individual needs of the student.
4. Corrects student worksheets, tests, and assignments.
5. Assists teachers in the daily management, organization, monitoring and safety of students.
6. Monitors and implements behavioral plans for students with behavior disorders or other conditions for the purpose of assisting in meeting special education students needs, protecting the safety of the child and others, and providing a consistent environment.
7. Instructs students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implements plans for remediation of students' deficiencies in accordance with students' individual education program goals and/or ensuring students success in school.
8. Monitors and supervises students within a variety of school environments (e.g. rest rooms, playgrounds, hallways, locker rooms, lunchrooms, study and detention rooms, bus loading zones, cafeteria, parking lots, field trips, etc.).
9. May be required to work outdoors for the purpose of aiding students and providing a safe and positive learning environment.
10. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of and the ability to assist in instructing, reading, writing, spelling, and mathematics; or knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
2. Knowledge and experience in working with all students, including disabled students.
3. Skills in written and oral communications.
4. Skills in completing assigned tasks.
5. Ability to establish and maintain effective working relationships in a team environment with a variety of staff, students and the public in a multi-cultural environment.
6. Ability to communicate effectively with students, staff and parents using tact, courtesy, and good judgment.
7. Ability to work with a high degree of accuracy and attention to detail to meet deadlines in an atmosphere with frequent interruptions.
8. Ability to understand and follow written and oral instructions, policies, and procedures.
9. Ability to operate standard office equipment, computers, and adaptive devices.
10. Ability to maintain confidentiality.
11. Ability to work outdoors in inclement weather.

WORKING CONDITIONS

Physical hazard exists when a paraeducator has interaction with disabled students who may be prone to violent or aggressive behavior and with students who have been diagnosed with communicable diseases, such as hepatitis, herpes simplex virus, acquired immune deficiency, or cytomegalovirus.

Exceptional physical effort is required when a paraeducator is required on a frequent basis to lift and position physically impaired students. Examples include lifting and positioning students in and out of a vehicle, wheelchair, and therapy equipment.

Disagreeable working conditions exist when a paraeducator must manage, on a frequent basis, seizures, vomiting, choking, toileting, feeding, spasms, spitting and other student behaviors.

PHYSICAL REQUIREMENTS

- Ability to stand or sit for prolonged periods.
- Ability to lift and reposition students.
- Responding to stressful situations appropriately.
- Attendance and punctuality are essential functions of the position.
- All positions are on site and in person only.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent and
- Completed at least two years of study at an institution of higher education (72 quarter credits or 48 semester credits); or
- Obtained an Associate's (or higher) degree; or
- Successfully passed the ParaPro Assessment developed by the Educational Testing Service.
- CPI training preferred.

A COMPLETED APPLICATION INCLUDES

- One-page letter stating your goals and qualifications.
- A completed résumé.
- Placement File or three current Letters of Recommendation.
- Copies of Official Transcripts (official transcripts required upon hiring).
- Copy of valid Washington State Certificate or temporary initial permit(s).
- In District Application.

Wages – Para \$22.54 - \$29.86 hourly DOE

Benefits - Medical, Retirement, Basic Life/AD&D, Basic Long-Term Disability, FSA & HSA. Any employee anticipated to work at least 630 hours in the school year is eligible for benefits.

To apply, visit our website at: <https://portangelesschools.org/about/employment>. Only complete applications will be considered. If needing assistance, call HR at (360) 565-3729.

PASD Non-Discrimination Statement

Port Angeles School District is an Equal Opportunity Employer

Port Angeles School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or Identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinators, Civil Rights Compliance Coordinators: Scott Harker, 905 W 9th St. Port Angeles, WA 96363, (360) 457-8575, sharker@portangelesschools.org, for Section 504/ADA Coordinator Rhonda Kromm, 905 W 9th St. Port Angeles, WA 98363, (360) 457-8575, rkromm@portangelesschools.org.

The Port Angeles School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Deputy Associate Superintendent located at 905 W 9th St, Port Angeles, WA 98363, 360-457-8575.