

Renton School District Job Description

Paraeducator 2

This job description is subject to change at any time at the sole discretion of the District and does not establish a contract for employment.

Reports to: Building Administrator

Bargaining Unit: Renton Education Support Professionals (RESP)

Level: RESP 2

FLSA Status: Hourly, Non-exempt

Revised Date: 3/10/2022

Primary Purpose

The primary purpose of this position is to support learning for identified special education students under the direction of a certificated staff member. Responsibilities vary with individual assignment, but typically include working with students one-on-one or in small groups, implementing behavior management systems, recording student progress data, assisting students with personal hygiene, correcting assignments, administering tests, performing clerical duties, and managing resources.

Minimum Qualifications

1. 18 years of age
2. High school diploma or equivalent
3. Meet the Washington State Minimum Employment requirements by showing evidence of one of the following:
 - a. Associate degree
 - b. At least 72 quarter or 48 semester credits of 100 level courses or higher
 - c. Pass the ETS Para-Pro Assessment with a score of 461 or higher
4. Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
5. Background check through Washington State Patrol, as required by RCW 43.43.830. Fees apply.

Requirements within 60 days of Employment

1. Valid and current first aid/CPR/AED card
2. Online workplace training
3. Specialized training as required by the specific position

Additional Requirements

1. Complete Washington State mandated paraeducator training by timelines established by the state.

Essential Functions

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

1. Assist in the delivery of educational programs to individual or small groups of students in a variety of settings. These settings include, but are not limited to, special and general education classrooms; community sites, and vocational sites on and off school campuses.
2. Provide services to students with a range of disabilities including cognitive delays, sensory disabilities, autism, and emotional/behavioral/physical disabilities utilizing knowledge of the effects the disability may have on student learning and behavior; implement and maintain appropriate accommodations or modifications in various environments to promote student learning.
3. Demonstrated knowledge of assigned subject area.
4. Maintain communication with teachers, supervisors, staff or others as appropriate.
5. Assist in implementing and modeling behavior to meet individual student needs and reinforce learning activities consistent with building/district-adopted behavior intervention program or philosophy.
6. Interact with students and maintain awareness of individual student emotional and physical needs; discuss identified concerns with classroom teacher and/or other staff members.
7. Attend to students' personal needs, such as feeding, dressing, diapering, toileting, catheterization, tube feeding, or medication administration.
8. Assist students with adaptive equipment/assistive technology; tutor student in use of equipment. Carry out therapy programs set up by therapist for students.
9. Complete and maintain relevant records, forms and documentation; collect relevant student data; create and prepare educational materials and learning environment as needed.
10. Assist with classroom clerical duties
11. May assist in organizing parent involvement activities, including: planning, publicity, facilitation, record keeping, communications and recruiting parents.
12. Manage student behavior on the playground, in the lunchroom, in the gymnasium, to and from classes, and in the locker room. May accompany students throughout the school premises.
13. Act as crossing guard and/or bus loader.
14. Provide basic First Aid when necessary.
15. Maintain regular attendance.
16. Establish and maintain effective working relationships with colleagues, students, parents and community members.
17. Comply with all Board policies, rules, procedures and collective bargaining agreements.
18. Other duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and apply new skills.
2. Demonstrated skills in organization and time management
3. Demonstrated ability to show flexibility and good judgment

4. Demonstrated ability to interact positively and confidentially with individuals from diverse linguistic, cultural and ethnic backgrounds.
5. Demonstrated ability to successfully implement educational programs and manage student behavior with direction from the teacher
6. Demonstrated ability to use excellent written and oral communication and interpersonal skills to work effectively and collegially with staff, community and students.
7. Demonstrated ability to walk, sit, squat, crawl, kneel, bend, stoop, reach and lift to attend to the physical needs of the students.
8. Demonstrated ability to lift up to 50 pounds.
9. Demonstrated ability to carry up to 30 pounds occasionally and up to 10 pounds regularly.

Working Conditions

The usual and customary methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching and/or crawling; and significant fine motor dexterity. Generally, the job requires 20% sitting, 40% walking and 40% standing. The job is performed under a generally hazard-free environment and job activities may vary.