SNOHOMISH SCHOOL DISTRICT
HUMAN RESOURCE SERVICES

Job Description
1601 Avenue D
Snohomish, WA 98290
360-563-7233

Job Title: Para Educator B: ECEAP Program

Classification: Educational Support

Reports To: Building or Department Administrator

General Description: Under the direction of the Supervisor of the Early Childhood Education and Assistance Program (ECEAP), is responsible for applying general skills supporting the program educational process. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

Performance Responsibilities/Essential Functions:

1. Delivers ECEAP services as outlined in ECEAP Performance Standards.
2. Assists in implementing a developmentally appropriate, culturally responsive preschool program under the direction of the lead instructor.
3. Assists in preparing a developmentally appropriate classroom environment including organizing and rotating learning materials.
4. Assists in maintaining daily observation records on children including date entry into assessment platforms.
5. Attends required ECEAP trainings and maintains own records on Annual Learning Plan
6. Participates in Family Night events.
7. Assists children with clothing changes related to toilet training as needed.
8. Participates in new learning as determined by the district/building.
9. Performs other duties as assigned.

Qualifications:

Education and Experience:

1. High school diploma or equivalent.
2. Minimally, must meet Every Student Succeeds Act (ESSA) standards of:
    a. AA Degree or higher, or
    b. 72 quarter hours or 48 college semester credits of 100 or higher, or
    c. Pass the Para-Pro Assessment via Educational Testing Services (ETS).
3. Must meet the Fundamental Course of Study (FCS) requirements, provided at time of hire.
4. The equivalent of 12 college quarter credits in Early Childhood Education (ECE) or a current Child Development Associate (CDA) credential or willingness to take classes in ECE to meet this requirement within two years of start date.
5. One-year experience in a preschool or child care setting is preferred.
6. A current food handler's permit.
7. Blood Borne Pathogen Training yearly.
8. Current First Aid/CPR with AED certificate.
9. Current Portable Background Check (PBC) on file with WA State MERIT obtained prior to start date.
10. Results of a Tuberculosis (TB) test submitted to the district as soon as possible after employment is accepted, and no later than 30 days after employment begins.
11. Show proof of MMR immunization or proof of immunity.

Knowledge, Skills, and Abilities:

1. Knowledge of early childhood education.
2. Knowledge and application of safety and cleanliness procedures related to performance responsibilities.
3. Skills in organization, time management, flexibility and multitasking.
4. Skills in verbal and written communication.
5. Skills in classroom procedures.
6. Basic skills in keyboarding.
7. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
8. Ability to take direction in a professional manner and follow through.
9. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
10. Ability to maintain good working relations with co-workers, staff, students and community members.
11. Ability to follow SSD policies, procedures and protocols.
12. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
13. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

Working Environment & Physical Requirements:
In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%

Seldom: sit/stand, carry up to 40lbs., push/pull, twist, bend, squat/crouch; **Occasionally:** stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp, perform repetitive arm/hand motion including fingering/pinching/griping/ keyboarding. Generally, the job requires 60-70% walking; 20-30% sitting and 10-20% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Revised: 05/2023, 9/2024, 12/2024 (ADA)