

## **PARAEDUCATOR**

Paraeducators play an essential role in creating a positive, welcoming environment for students. Paraeducators are often the first face and voice students encounter when they come into the school and provide the first impression of the school culture and climate. They are an integral part of the operations of our schools and creating a positive environment to support success for ALL students.

### **Essential Responsibilities and Duties**

Paraeducators are primarily responsible for supporting students in a variety of instructional or supervision duties in special education classroom, in regular education classroom to special education students, and in one-on-one or small group situation. This position will also provide supervision and assistance, including any potential health screening requirements and personal care requirements. At the high school level, students may engage in off-site experiences to meet their post-secondary goals. Paraeducators may support students in these activities by providing transportation, or supervision. This description represents the key areas of responsibilities - specific other duties may be assigned.

#### Student Learning and Growth:

- Supports educational outcomes for students by assisting in the review, preparation, and delivery of instructional outcomes or assessments in a variety of settings (classroom, small groups or one-to-one).
- Assists in the recording and maintaining of student growth data. Assists in the administration of assessments and monitoring student progress.
- Utilizes technology to support educational outcomes.
- Consults and collaborates with teachers to serve students in all settings (special education and core classrooms).
- May be required to transport students to off-site experiences using district vans.

#### Safe and Positive Learning Environment:

- Oversees student safety at recess and playground supervision, bus duty, hallway supervision, etc. Takes steps to intervene when students are not in control or may be in dangerous or unsafe situations.
- Supports students in transitions into and out of classrooms. May escort students in one-on-one or small groups to and from recess and playground, to and from bus locations, and may be required to ride on the bus with student(s).
- Communicates clear expectations, and creates a learning environment in which there is genuine care and respect for students and a belief in their capability.
- Supports students in applying social emotional learning strategies and help them identify and remove barriers to learning and developing skills critical for academic achievement.
- Maintains a learning environment that is orderly, purposeful and facilitates student learning.
- Maintains confidentiality of student information.
- May assist students with common daily tasks such as eating, dressing, toileting, to include diapering.
- May provide health services and assistance to eligible students.

### Minimum Qualifications and Skills

- Be at least eighteen years of age and hold a high school diploma or its equivalent.
- Must meet [one](#) of the following:
  1. An associate degree or higher from an accredited college or university; or
  2. Received a qualifying scores on the Education Testing Service (ETS) [paraeducator assessment](#); or
  3. Earned 72 quarter or 48 semester credits at the 100 level or higher at an accredited college or university; or
  4. Completed an apprenticeship as a paraeducator, in a program registered with the Washington State Apprenticeship and Training Council.
- Successful experience or demonstrated commitment toward working with culturally and racially diverse students, families and communities.
- Possess or qualify to attain a General Paraeducator Certificate within the required state timeline.
- General experience or training of instructional methodologies in reading, writing and math.
- Demonstrated skill or experience supporting and contributing to the success of students with disabilities.
- Ability to complete training dependent on assignment, this may include de-escalation training.
- Exceptional interpersonal skills and ability to collaborate with others.
- Strong relationship building skills to work with other educators and partners to provide services.
- Ability to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
- Ability to work with minimal direction and use sound judgement and decision making.
- Ability to maintain confidentiality, work effectively under pressure, and remain flexible.
- Ability to meet and maintain punctuality and attendance expectations.
- Ability to obtain a Type 2 driver's license.

### Desired Qualifications and Skills:

- Experience and training in identifying and responding to anxiety in children.
- Experience working with students with disabilities.
- Experience working with military-connected students and families.
- Bilingual skills.

### Physical and Environmental Requirements:

The district is committed to providing reasonable accommodations to employees with disabilities to access the physical and environmental requirements of this position.

This position typically requires: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions. This position may be exposed to prolonged exposure to visual display terminals as required. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.