

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Paraeducator 2**
Reports to: **Building Administrator**
Directed by: **Certificated Staff**
Work Year: **School Year**

FLSA Status: **Non-Exempt**
Classification: **Classified-PSE**
Supervises: **None**
Salary: **As Stated in Schedule**

Position Summary: Under the direction of a certified staff member, assists 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. Daily schedule generally includes some shifts of outdoor recess, bus arrival/dismissal, and/or lunchroom supervision.

Qualifications Required:

- Meet Washington State paraeducator minimum employment requirements:
 - At least 18 years old
 - High School Diploma or GED/equivalent.
 - One of:
 - Received a qualifying score on the Education Testing Service paraeducator assessment.
 - Hold an associate degree or higher from an accredited college or university.
 - Have earned 72 quarter credits or 48 semester credits at the 100 level or higher at an accredited college or university.
 - Have completed an apprenticeship as a paraeducator, in a program registered with the Washington State Apprenticeship and Training Council.
- Demonstrated academic skills and knowledge to instruct students in assigned classroom.
- Proficient in Microsoft Office Suite and/or Google Suite.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Desired:

- Previous experience in a public school setting or related learning/development environment.

Essential Functions and Responsibilities:

1. Under direction of certificated staff, provides direct instruction to students (individually, with small groups, or pull-outs).
2. Under direction of certificated staff, assists with differentiating instruction and modifying assignments.

3. Under direction of certificated staff, assists in implementing detailed individualized student behavior plans and social, daily living and/or physical development skills as needed.
4. Under the direction of certificated staff, supervises students and implements behavior programs in lunchroom, playground, bus loading/unloading, and classrooms.
5. Assists 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. Prepares materials for student use; may grade student work.
7. Enters student data as directed into student management system, including tracking student behavior.
8. May assist with administering tests or assessments to individual or small groups of students.
9. Maintains communication with teachers, supervisors, staff or others as appropriate.
10. Assists teacher with classroom activities.
11. Assists with supervision before/after school, recess, during lunch, and other large group activities; may accompany specific students for some school activities including recess/break.
12. Assists with recording data for informal progress monitoring across a variety of student assessment instruments under the direction of the teacher.
13. May assist Teacher with emergency situations in classroom.
14. Library Assistant manages resources in the library, including book and device check out for students.
15. Completes State required paraeducator training as identified by the Professional Educators Standards Board.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
3. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
4. Demonstrated professionalism through conduct, punctuality, and minimal absences.
5. Demonstrated ability to adapt to a variety of working situations and learn new skills.
6. Demonstrated ability to be flexible and adapt to changes in environment, schedule, and routine.
7. Demonstrated ability to follow oral and written directions.
8. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.

9. Demonstrated strong initiative and self-motivation.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands-* Works indoors, standing and walking, sitting in a chair and on the floor, working on the computer and/or with students; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.; may need to run or crawl.
- *Work Environment-* Indoors is well lit, some areas carpeted, others linoleum, with occasional high noise level; occasionally outdoors, weather conditions are variable, may be on concrete, grass, and/or rubberized playground surface.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

Approval/Revision Date: January 10, 2023.

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.