

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Paraeducator 1**

Reports to: **Building Administrator**

Directed by: **Building Administrator**

Work Year: **School Year**

FLSA Status: **Non-Exempt**

Classification: **Classified-PSE**

Supervises: **None**

Salary: **As Stated in Schedule**

Position Summary: Under the direction of certificated staff, supervises students and implements behavior programs in lunchroom, playground, bus loading/unloading, and classrooms. Outdoor supervision takes place in a variety of weather conditions.

Qualifications Required:

- Meet Washington State paraeducator minimum employment requirements:
 - At least 18 years old
 - High School Diploma or GED/equivalent.
 - One of:
 - Have received a passing score on one of the assessments approved by the Paraeducator Board (www.pesb.wa.gov).
 - 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.
- Valid First Aid/CPR card or ability to obtain within 60 days of hire.
- Proficient in Microsoft Office Suite and/or Google Suite.
- 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 the direction of certificated staff, supervises students and implements behavior programs in lunchroom, playground, bus loading/unloading, and classrooms.
2. Enters student data as directed into student management system, including tracking student behavior.
3. Prepares materials for student use.
4. General maintenance of equipment used.

5. Occasionally works one on one or with small groups of students.
6. Responds to playground accident/injuries/emergencies by following District emergency protocol.
7. 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 follow oral and written directions.
7. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
8. 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.

2. *Physical Demands-* Works indoors and outdoors, standing and walking, occasionally 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.
3. *Work Environment-* Indoors is well lit, some areas carpeted, others linoleum, with occasional high noise level; outdoors, weather conditions are variable as recess and arrival/dismissal takes place in all weather conditions, 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: February 7, 2025

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