

TOPPENISH SCHOOL DISTRICT

August 18, 2025

JOB ID: 772

POSITION ANNOUNCEMENT

KIRKWOOD ELEMENTARY

PARAPROFESSIONAL (ACADEMIC & NON-ACADEMIC SUPPORT)

6.5 HRS PER DAY
7:45 AM – 2:45 PM

DAILY ASSIGNMENT: All subject areas for K – 5th grade students' emphasis on behaviors impeding on student's learning reading and/or math.

QUALIFICATIONS:

- HS diploma or recognized equivalent **and** two years of study at an institution of higher education (72 quarter credits or 48 semester credits at the one hundred level or higher) **or** an AA Degree (or higher) **or** a score of 455 or above on the ETS ParaPro Assessment **required or** completed an apprenticeship as a paraeducator, in a program registered with the WA State Apprenticeship and Training Council.
- Willingness to participate in training activities as required by OSPI for the Fundamental Course of Study (5 standards of practice for paraprofessionals/paraeducators) provided by the Toppenish School District.
- Effective speaking, reading, writing, spelling, and math skills.
- Must possess basic computer skills.
- Must possess effective student supervision and management skills with a willingness to enforce school rules.
- Ability to work effectively in a positive manner with staff, students and families from a diverse cultural, economic and social background.
- Must be able to occasionally lift up to approximately 15 pounds, squat, kneel and bend.
- Prior experience working with children in a school setting - **Preferred**
- Must complete and pass background check through Washington State Patrol and FBI.
- Bilingual (English/Spanish) - **Preferred**

For more information on job duties please reference to the job description.

APPLICATION PROCEDURE:

In-district candidates need to complete an internal application/transfer through Frontline Recruiting & Hiring no later than Friday, August 22, 2025 by 4pm.

<https://www.applitrack.com/toppenish/onlineapp/>

CLOSING DATE: OPEN UNTIL FILLED

RCW 49.58.110 REQUIREMENTS

Hourly Rate: \$18.80 - \$24.87 per hour (Depending on Experience & Education)

Benefits Included: SEBB (Medical, Dental, Vision), DRS, Paid Time Off, Sick Leave, FMLA & PFMLA

Nondiscrimination Statement: Toppenish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA Coordinator
Sandra Birley, Special Education Director
306 Bolin Drive: Toppenish, WA 98948

Title IX Coordinator
Daniel Sanchez, Athletic Director
141 Ward Road: Toppenish, WA 98948

Civil Rights Compliance Coordinator
Calisa Casitillo, Human Resources Director
306 Bolin Drive: Toppenish, WA 98948

509-865-4455

sbirley@toppenish.wednet.edu

509-865-3370

dsanchez@toppenish.wednet.edu

509-865-4455

ccastillo@toppenish.wednet.edu

Toppenish School District Board Policies and Procedures regarding Sexual Harassment, Nondiscrimination and Affirmative Action, and Prohibition of H.I.B. can be found at on our District website: <https://www.toppenish.wednet.edu/Page/4341>

If you believe you or a student have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at work, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your supervisor or with the school district's 504 Coordinator, Title IX Officer, or Civil Rights

Coordinator, who are listed above. This is often the fastest way to resolve your concerns. To file a complaint, please access this website: <https://www.toppenish.wednet.edu/Page/4341>