

Para-Pro Position Opening

POSITION: Parke Creek Para-Pro

HOURS: 5 hours a day

POSITION DESCRIPTION: This position will be responsible for performing tasks related to the monitoring and supervising of students on campus during the day including assisting with instruction. For full job description contact Deena at deena_pruatt@ksd403.org.

QUALIFICATIONS:

Required

1. High School Diploma or GED

Preferred Education and Experience

1. Training in state core competencies.

DEMONSTRATED ABILITIES:

1. Ability and desire to work with students.
2. Ability to read and interpret general business material.
3. Ability to write reports and business correspondence.
4. Ability to effectively respond to questions from administrators, staff and students.
5. Ability to apply concepts of basic mathematics.
6. Ability to use technology to assist the teaching and learning process.
7. Ability to solve practical or complex problems and deal with a carites of concrete and abstract variables.
8. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
9. Ability to maintain a positive attitude at all times.
10. Ability to practice ethical and professional standards of conduct.
11. Ability to interact and work with students.
12. Ability to communicate effectively and positively with staff, students.
13. Ability to know and follow health, safety and emergency procedures of the district.
14. Ability and skill in organizing tasks and duties.
15. Ability to use a computer.
16. Ability to follow instruction.

SALARY: \$13.42 to \$16.46 depending on experience (longevity with another school district within the state of WA)

APPLICATION PROCESS:

Submit district application, cover letter, resume, and letters of recommendation to the superintendent's office at Kittitas School District, P.O. Box 599, Kittitas, WA 98934. Position is open until filled. Classified application forms can be downloaded at www.ksd403.org.

Kittitas 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: *Civil Rights Coordinator*: Rich Stewart, Superintendent, 855-380-8844; *Title IX Coordinator*: Austin Brothers, Dean of Students/AD, 855-380-8848; *Section 504/ADA Coordinator*: Ryan Hastings, Special Services Director, 855-380-8844