

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Para-Educator

Classification: Para-Educator

Reports to: Building Principal, Certificated Teacher

PURPOSE STATEMENT

Para-Educators support students in schools and school buses to facilitate academic achievement, monitor student behavior, and increase student safety. Individuals in this classification fulfill numerous duties in the school setting. These duties vary based upon student and building needs. The priority for these positions is to increase student academic, physical, emotional and social well-being while supporting the academic process.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Under the supervision of a certificated teacher, assist and encourage students in one-to-one and group settings to provide academic instruction and support ;
- Assist student in dealing with conflict, expressing themselves in appropriate ways, and improving their behavior. Interventions may include verbal de-escalation and/or management of behavior through an established behavior plan;
- Documenting and reporting student academic/behavioral progress as directed by the supervising certificated teacher or principal;
- Complete tasks in a timely manner;
- Handling confidential matters and maintaining that confidentiality;
- Learn, interpret and scaffold student assignments;
- Adhere to procedures, rules and regulations;
- Oversee student activities and safety in assigned areas;
- Assist students with special needs, academic improvement, behavior management, and other activities;
- Assist teachers in the preparation of learning materials, including, but not limited to, making copies, bulletin boards, and visual learning aids;
- Supervise students and enforce assigned area rules, correcting students as necessary to maintain a safe environment;
- Escort students to and from locations;
- Perform related duties as assigned; and
- Job Presence

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills;
- Strong mathematical understanding and skills;
- Ability to effectively engage and motivate small groups of students with a variety of learning and behavioral needs;
- Ability to complete tasks in a timely manner
- High level of organizational skills
- Ability to multi-task, be extremely flexible in rapidly changing circumstances;
- Ability to maintain confidentiality;
- Ability to establish and maintain effective working relationships with a variety of staff, students, and the public; and
- Computer literacy skills.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

The para-educator works in indoor and outdoor settings with individual and small groups of students in playground and classroom environments. The job requires sitting, squatting, kneeling, bending, running, and walking within the school setting throughout the school day. The employee is required on occasion, to physically lift up to 50 lbs unassisted. The employee must be able to address interruptions and maintain focus on daily tasks.

Education and Experience

- High school diploma or GED (General Education Degree)
- Valid First Aid and CPR certificates required
- Prior experience working with students with social/emotional needs preferred

Special Requirements

- Must participate in required training on de-escalation, crisis management, and physical intervention (District Provided);
- Washington State Patrol and FBI Fingerprint Clearance
- Proof of Immunization;
- I-9 employment Eligibility in compliance with the Immigration Reform Act;
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment/HIB Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

First Aid/CPR Certification
Right Response Training when required

FLSA Status:

Non-exempt

Certificates

Salary Range: Per PSE Schedule A

Classification History

Job Description Developed: 3/16/02

Revised: 5/26/16

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.