

POSITION ANNOUNCEMENT (PARAEDUCATOR - Instructional Assistant)

CLOSES: OPEN UNTIL FILLED

POSTED: JUNE 2025

TERMS OF EMPLOYMENT

Hours: 7.5 hours/day; 180 school days
Pay: \$20.06 - \$\$24.78 per hour
Benefits: Medical, Dental, Vision, Retirement, Life, AD&D, LTD
Supervisor: Program Director and/or Superintendent
Start Date: 25 August 2025

QUALIFICATIONS:

1. Possesses a high school diploma and an AA degree, or 72 college credits or has passed the State Paraeducator Assessment
2. Demonstrates a desire to work with children
3. Possesses the ability to understand and apply rules, regulations, policies, and procedures
4. Possesses the ability to inspire confidence in children
5. Possesses the ability to inspire and maintain an effective working relationship with children, parents, teachers, and administrators
6. Possesses the physical ability to sit, stand, and/or stoop to attend to students' needs and to provide instruction inside or outside the building
7. Successfully completes a criminal history and fingerprint check through the Washington State Patrol and FBI
8. Actively make progress toward completing state required training module hours for paraprofessionals

ESSENTIAL JOB FUNCTIONS:

1. Performs clerical and supportive tasks in support of the school and classroom
2. Maintains discipline and classroom management in the temporary absence of teacher
3. Supervises student recesses and lunch periods
4. Participate with students in school day activities such as classroom & small group learning, recess, meals, field trips & other activities
5. Supports testing and grading work
6. Supports maintenance of records on individual student progress
7. Catalogs equipment and supplies for easy acquisition (classroom, office, library)
8. Prepares lesson & activity materials as assigned
9. Assists in maintaining a neat and orderly room environment
10. Operates audio-visual and computer equipment with efficiency and effectiveness
11. Works with individual students and small groups to strengthen reading, math, and positive social skills
12. Other duties as assigned by supervisor
13. Ensure and maintain student & staff privacy
14. Monitor student interactions and nurture cooperation and team building
15. Collaborate with all school staff members
16. Follow and comply with teaching standards and safety regulations
17. Consistently seeking ways to improve

APPLICATION PROCEDURE:

Application packet may be obtained from the school office. Please contact 509-369-4145 or email Yvette.Schultz@klickitatsd.org
Only application packets that are fully completed will be considered.

Immigration Reform and Control Act Requirement: New employees will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to RCW 43.43.830 through RCW 43.43.840, new employees will be required to complete a disclosure form indicating any convictions of crimes against persons as listed in the law. In addition, a background check based on fingerprints will be requested from the Washington State Patrol and the Federal Bureau of Investigation.

Job Sharing: Pursuant to RCW 28A.405.070, the district will accept applications from individuals wishing to share a position.

NOTICE OF NONDISCRIMINATION

Klickitat School District is an Equal Opportunity district in education programs, activities, services, and employment. Klickitat School District does not discriminate 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. We provide equal access to the Boy Scouts of America and other designated youth groups. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school superintendent. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school superintendent.