



## HIGHLAND SCHOOL DISTRICT NO. 203

P.O. BOX 38 – 17000 SUMMITVIEW ROAD  
COWICHE, WASHINGTON 98923  
(509) 678-8630 FAX (509) 678-4177

Superintendent:  
Mindy Schultz

School Board:  
Lupita Flores  
Carlos Lopez  
Cindy Reed  
Keri Jones

January 9, 2026 Highland School District is accepting applications for the following position:

**SUMMARY:** Multilingual Learner (ML) Para-Educator position (Para 1) (3rd-5th). This position is 6.5 hours/day, for the remainder of the 2025-2026 school year.

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### Essential Functions:

- Provide tutorial assistance, under the direction of a certified staff member for students working below grade level in language acquisition and/or language arts.
- Carry out teacher objectives for each student at grade and program level as assigned.
- Assist in the organization and preparation of instructional materials under the supervision of certificated staff.
- Assist in maintaining a positive learning atmosphere within the classroom and throughout the school by assisting with discipline and student supervision.

### Other Responsibilities:

Perform other classroom related activities under the direction of the teacher and/or principal and/or Director of State/Federal Programs including but not inclusive: playground/recess duty; cafeteria supervision; bus supervision; correcting student work papers and recording results; and helping at parent conferences or other meetings.

### QUALIFICATIONS: Applicants for the position must:

1. Must have a degree, OR two years of college, OR minimally a high school graduate, with very strong basic academic skills - able to pass the ETS OR Master Teacher para-educator test required by ESSA.
2. Must have good oral and written communication skills; **bilingual/biliterate in English and Spanish preferred.**
3. Able to follow directions and work with adults and students in a variety of settings and ability levels.
4. Is a good listener and displays an attitude of cooperation, enthusiasm and helpfulness.
5. Possess good health, physical strength, coordination and emotional control to assist in student activities at the proper grade and program level assigned.
6. Reliable attendance and ability to work independently.

**SALARY & BENEFITS:** Para 1 Hourly: \$20.41 - \$23.27

**Healthcare Benefits (SEBB):** (All Employees who work 630 hours per school year are eligible)

- Insurance: Medical, Dental, Vision, Basic Life, Accidental Death & Dismemberment, Long-Term Disability
- L & I: Self-insured plan to cover employees for injuries/accidents incurred on the job.

### Additional Benefits:

- Washington State Retirement System Pension
- Paid Holidays: All that fall within the employee's work year, up to eleven (11).
- Paid Sick Leave: 12 days/year to maximum of number of contracted days (180 days maximum for cash out)
- Paid Personal Leave: three (3) days

**CLOSING DATE:** Open until filled but please submit applications as soon as possible.

**QUALIFIED CANDIDATES:** Information and application are available on our website at [www.highland.wednet.edu](http://www.highland.wednet.edu), or [FastTrack \(wa-k12.net\)](http://FastTrack(wa-k12.net)) or by calling the District Office at (509) 678-8631.

**Employment is contingent on passing a pre-employment physical and successful completion of WSP and FBI fingerprint screenings required by 28A.400 RCW**

### Non-Discrimination Statement

The Highland School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. Highland School District does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age (40 or older), marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, non-job related sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational and/or extracurricular school activities as well. The following

employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Compliance Coordinator (RCW 28A.640/28A.642): Brandon Jensen, Tieton Elementary School Principal, 711 Franklin Rd, Tieton, WA 98947, telephone 509-678-8900, e-mail- [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu). Section 504/ADA coordinator: Courtney Sund, Director of Special Education, SEL and Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8772, e-mail- [csund@highland.wednet.edu](mailto:csund@highland.wednet.edu). Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Middle School Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8870, email- [dstrother@highland.wednet.edu](mailto:dstrother@highland.wednet.edu). The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Kirsten Lenz, Highland School District Language Liaison.

El Distrito Escolar Highland cumple con todas las normas y reglamentaciones federales y estatales y no discrimina en función de ninguna clase protegida según lo define la ley. Esto se aplica a todos los empleos y oportunidades del distrito. El Distrito Escolar de Highland no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, estado civil, condición de veterano dado de baja honorablemente o condición militar, edad (40 o más), estado civil, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad sensorial, mental o física no relacionada con el trabajo, o el uso de un perro guía entrenado o un animal de servicio por parte de una persona con una discapacidad, o cualquier otro estado, condición o característica legalmente protegida, excepto cuando una calificación de buena fe descalifique a un individuo, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Coordinador del Título IX y Coordinador de Cumplimiento de derechos civiles oficial (RCW 28A.640/28A.642): Brandon Jensen, director de Tieton Elementary School, 711 Franklin Rd, Tieton, WA 98947, número de teléfono, 509-678-8900, correo electrónico- [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu). Coordinador de la sección 504/ADA: Courtney Sund, directora del Educación Especial, SEL y Prácticas Inclusivas, 17000 Summitview Rd, Cowiche, WA 98923, número de teléfono 509-678-8772, correo electrónico - [csund@highland.wednet.edu](mailto:csund@highland.wednet.edu). Coordinador de Acoso y Intimidación: Don Strother, director de Highland Middle School, 17000 Summitview Rd, Cowiche, WA 98923, número de teléfono, 509-678-8870, correo electrónico- [dstrother@highland.wednet.edu](mailto:dstrother@highland.wednet.edu). El Distrito Escolar de Highland también tomará medidas para asegurar que las personas de origen nacional que carecen de conocimientos del idioma inglés pueden participar en todos los programas educativos, servicios y actividades. Para obtener información acerca de los servicios de traducción o programas de educación bilingüe de transición, comuníquese con Kirsten Lenz, Enlace Lingüística del distrito escolar de Highland.