

WISHRAM SCHOOL

JOB DESCRIPTION

Paraeducator, Early Childhood

Position Summary

Reporting directly to the School Principal, the Paraeducator is responsible for supporting and assisting students in a variety of educational settings. This position is anticipated to be assigned primarily to the District's Early Childhood Education and Assistance Program (ECEAP); however, paraeducators are district employees and may be assigned to support students and staff in other classrooms, grade levels, programs, and school activities based on student and district needs.

The Paraeducator assists teachers and staff with instructional support, classroom management, student supervision, social-emotional learning, and implementation of educational programs. Duties may include one-on-one student support, small group instruction, playground and lunchroom supervision, classroom assistance, behavior support, and other related duties as assigned.

Regular Attendance Required

This position relies on regular and reliable attendance to ensure consistency for students and to support a positive, productive learning environment.

Essential Functions

General Paraeducator Responsibilities

1. Assist Teacher in providing instructional support to students individually and in small groups.
2. Support classroom management and implementation of behavior plans.
3. Assist with supervision of students during recess, lunch periods, arrival, dismissal, field trips, and other school activities.
4. Support student safety, social-emotional learning, and positive behavior development.
5. Assist with classroom organization, preparation of instructional materials, and maintenance of learning environments.
6. Support students with physical, personal care, mobility, or health-related needs as required.
7. Maintain positive and professional relationships with students, families, staff, and community members.
8. Follow district policies, procedures, and program requirements.
9. Maintain regular attendance and punctuality.
10. Perform related duties as assigned.

ECEAP-Specific Responsibilities

1. Carry out behavior plans with children.
2. Support the Lead Teacher in organizing and conducting parent conferences to address student progress and family input.
3. Participate regularly in staff meetings, coaching opportunities, in-service training, and professional development.
4. Build on children's strengths and interests while helping them gain new skills, with a focus on self-regulation and social-emotional growth.
5. Follow all ECEAP guidance techniques and classroom routines, including snacks/meals, bathroom support, cleaning, transportation support, and indoor/outdoor activities.
6. Implement trauma-informed practices and strategies.
7. Maintain positive communication and collaborative problem-solving with families, children, and staff.
8. Work effectively alongside special education personnel, program support staff, and consultants to support the needs of young children.
9. Assist the Lead Teacher in maintaining required records, observations, assessments, and child portfolios.

Other Duties

The District reserves the right to assign duties and responsibilities reasonably related to the Paraeducator position, including support in classrooms, student supervision, lunch and recess duties, transportation assistance, and other educational support activities as needed.

Assignment to a specific classroom, grade level, or program is not guaranteed and may change based on student needs, staffing requirements, enrollment, program changes, or operational needs of the District.

Minimum Qualifications

1. High school diploma or GED.
2. Must meet at least one of the following educational requirements:
 - Associate Degree from an accredited college or university; **OR**

- Forty-eight (48) semester credits or seventy-two (72) quarter credits from an accredited college or university; **OR**
- Passing score on the ParaPro Assessment.

Official transcripts or verification will be required prior to employment.

Required Knowledge, Skills, and Abilities

1. Ability to work effectively with children and families.
 2. Ability to collaborate with teachers, specialists, and support staff.
 3. Strong communication and interpersonal skills.
 4. Ability to maintain accurate records and documentation.
 5. Ability to maintain confidentiality.
 6. Ability to adapt to changing assignments and priorities.
 7. Ability to supervise students in a variety of school settings.
 8. Ability to follow directions and work independently when appropriate.
 9. Ability to obtain and maintain required certifications, clearances, and training.
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Preferred Qualifications

1. Experience working in a classroom setting.
 2. Experience working with preschool-aged children.
 3. Experience in ECEAP, Head Start, childcare, or other early learning programs.
 4. Experience supporting students with diverse educational and behavioral needs.
 5. Training in trauma-informed practices, behavior support, or social-emotional learning.
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Working Conditions

1. Work is performed in classrooms, playgrounds, cafeterias, buses, and other school environments.
 2. May move between classrooms or programs to provide services.
 3. Provide assistance and attend to the physical needs of students, including positioning and personal care when necessary.
 4. Frequent standing, walking, bending, kneeling, and stooping.
 5. Ability to lift up to 35 pounds independently and more than 35 pounds with assistance.
 6. Work indoors and outdoors in varying weather conditions.
 7. Regular attendance during assigned work schedule is required.
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Employment Requirements

Prior to beginning employment, the successful candidate must:

1. Successfully complete a Portable Background Check (PBC) and Department of Children, Youth, and Families clearance, if assigned to ECEAP.
 2. Successfully complete Washington State Patrol and FBI criminal history and fingerprint checks.
 3. Complete emergency procedure training.
 4. Participate in Washington's State Training and Registry System (STARS) program, if assigned to ECEAP.
 5. Obtain valid pediatric and adult CPR certification.
 6. Obtain a valid Washington State Food Handler's Card.
 7. Provide documentation of a negative TB test completed within the previous twelve months.
 8. Complete a health examination verifying freedom from communicable diseases.
 9. Provide documentation of immunity to Measles, Mumps, and Rubella (MMR).
 10. Complete HIV/Bloodborne Pathogens training.
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Notice of Nondiscrimination

Wishram 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 Compliance Officer and Gender Inclusive School Coordinator: Superintendent-Tye Churchwell, 509 767 6090. tye.churchwell@wishramschool.org.

Title IX Officer and 504 Coordinator: Principal-Brent Cameron, 509-767-6090, brent.cameron@wishramschool.org

Title I/Lap Coordinator-Carisa Huva-Bellamy 509-767-6090 carisa.huva-bellamy@wishramschool.org

Address: P.O. Box 8, Wishram, WA 98673.
