LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Paraeducator
(Core Competency & NCLB)

REPORTS TO: Building Principal

GENERAL DESCRIPTION OF A PARAEDUCATOR: Under the direction and supervision of a building or office manager, and under the supervision of licensed/certificated staff**, all paraeducators** perform tasks related to the instruction and supervision of students; to perform routine clerical and supportive tasks for instructional personnel; and relative duties as assigned by supervisor. A desire and ability to work with students is essential in this position. Specific assignments consist of a combination of several duties. Assignment can change from school year to school year.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Monitor student activities such as drill, practice, and test-taking after lessons and instructions have been given by the teacher
- Monitor student behavior and assist in maintaining an orderly classroom atmosphere for the purpose of providing an optimum learning environment, including students with disabilities
- Perform clerical and supportive tasks for teachers such as correct student papers, record grades, prepare supplemental materials as assigned
- Supervise students in a variety of settings before, during, or after school
- Perform positive behavior support and management
- Work with students individually and /or in small groups on specific learning tasks and objectives
- Interact with special needs students in a warm and understanding manner
- Provide personal care or assist students with the necessary self-help requirements in areas such as diapering, toileting, catheterization, etc., consistent with procedures prescribed with assigned program
- Know and follow health, safety and emergency procedures of the district
- Work as a positive team member
- Work cooperatively and communicate successfully with staff, students, and parents
- Demonstrate a commitment to the education of all children and youth
- Observe strict confidentiality regarding student and personnel information
- Adapt to a variety of working situations and learn new skills
- Promote and practice professional growth and development
- Demonstrate professionalism through conduct, punctuality and minimal absences
- Other duties as assigned

QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

Required:

- High School Diploma or equivalent

Desired:

- Completion of the Core Competency for Paraeducators training as outlined by the State of Washington, OR willingness and ability to participate and successfully complete within 3 years of initial hire date
- 72 credits from an accredited college or university (100 level or higher), AA degree or higher OR willingness and ability to successfully pass the state academic assessment of mathematics, reading and writing

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Washington State driver's license
- Valid First Aid/CPR certificate - ability and willingness to maintain a current certificate
- Self-Contained classrooms require Right Response training- ability and willingness to be trained when necessary.

LANGUAGE SKILLS

Ability to read, comprehend, and interpret documents, such as safety rules, operation and maintenance instructions, and procedure manuals in English. Ability to follow instructions in written and oral form. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions. Ability to write effectively in English.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables where only limited standardization exists. . Ability to interpret a variety of instructions furnished in written, oral, diagram, or list form.

OTHER QUALIFICATIONS, SKILLS, AND ABILITIES

- Ability to practice ethical and professional standards of conduct, including confidentiality
- Ability to communicate effectively with colleagues, both orally and in writing, follow instructions and use problem-solving skills to work as an effective member of the instructional team
- Ability to provide positive behavioral support and management
- Ability to assist in identifying specific triggers that lead to emergence or escalation of student's behavior.
- Awareness and acceptance of diversity among children
- Knowledge and application of the elements of effective instruction to assist teaching and learning
- Understand differing roles and responsibilities of certificated staff and paraeducators
- Ability to assist students with basic computer skills
- Ability to motivate students
- Skill in organizing tasks and duties
- Ability to work independently
- Ability to maintain a positive attitude at all times
- Ability to remain flexible in working with change in priorities
- Willingness to learn and apply new skills to accommodate a changing work environment
- Willingness to work in a variety of weather conditions for recess supervision
- Ability to use sound judgment in the absence of a teacher or administrator.
- Willingness to attend specialized training as required such as first aid, AED, CPR, Right Response.
- Ability to assist students with basic computer skills

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, sit, and occasionally crouch or kneel. The employee will use the hands to handle, finger, or feel objects, tools, or controls, and frequently bend or twist at the neck and trunk. The employee must occasionally exert or lift up to 20 pounds. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision. Employee may need to physically restrain a student and/or provide custodial care and assist with toileting.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Most activities are performed indoors in an office or classroom setting. Position may require employee to supervise students in an outdoor setting under a variety of weather conditions. Typically, the noise level in the work environment is moderate. The employee has responsibility for the safety and well-being of others, and must be able to interact with other workers. Employee has the potential exposure to ordinary infectious diseases carried by students (germs, bacteria, viruses), and may need to take precautions to avoid exposure to student bodily fluids. Employee by be exposed to aggressive student behavior.

PRIMARY WORKING RELATIONS:

- Building Principal and Head Secretary
- Classroom teachers, specialists and other paraeducators
- Parents and volunteers
- Director of Special Services – Self Contained Classrooms
- School Nurse- Health Room Assistant

TERMS OF EMPLOYMENT:

Work Hours/Days:	Student school hours/days
Salary:	PSE of Lake Stevens Paraeducator
Benefits:	Per PSE of Lake Stevens Collective Bargaining Agreement

EVALUATION: Completed at least annually by the employees immediate supervisor.

The information contained in this job description is for compliance with the American 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.

Additional essential duties related to specific areas of support:

Special Education: -Self Contained Classrooms

- Implement specific student academic, social behavioral, and communication objectives for students with severe disabilities, multiple disabilities, or behavior concerns as directed by program staff.
- Locate, prepare and /or modify materials for student use, enrichment activities and special projects under the direction of certificated staff.
- Provide personal care or assist students with the necessary self-help requirements in areas such as diapering, toileting, catheterization, etc., consistent with procedures prescribed with assigned program.
- Lift, position, or transfer students with multiple handicaps as needed.
- Provide assistance and monitor students in a variety of settings before, during, after school; in the assigned program at recess/breaks/ in hallways and cafeteria, etc.; escort students in the assigned program to and from buses.
- Interact with special needs, behavior students in a warm and understanding manner while able to maintain clear, consistent boundaries.
- Observe and utilize reasonable and professional medical/safety precautions to include positioning children in a safe and secure manner in adaptive equipment, and transferring orthopedically disabled children to and from different equipment including toilets.
- Assist students with basic living skills. Work with students to develop communication skills; facilitate integration of students with age-group peers to the extent possible.
- Assist students with interpersonal and personal skill mastery.
- Perform positive behavior support and management. If necessary, restrain a student from harming themselves or others.
- Monitor need for first aid for students and refer for treatment as appropriate.

Health Room Assistant

- Administer and document medications as directed and under the indirect supervision of the registered nurse.
- Assist students, staff and teachers with health-related issues.
- Perform basic first-aid.
- Care for injured and ill students in health room and document services on health room log.
- Contact parents regarding illness and injury or assist secretarial staff with providing information to parents on contact.
- Administer oral medications and implement health care plans as directed by RN; prepare and distribute field trip medications to designated school personnel.
- Assist RN in maintaining and retrieving immunizations, hearing and vision data for student compliance with district, state and federal regulations.
- Coordinate Fall elementary school-wide lice screening; conduct student checks for communicable parasites as needed.
- Clerical management of the health room including but not limited to paperwork, health room logs; care plans, medication and supplies.
- Coordinate and arrange for School Bell appointments for identified students.
- Assist in organizing and distributing clothes for elementary students related to accidents associated with rainy weather conditions.

Behavior Support

- Work collaboratively with teachers on student interventions and or discipline.
- Work collaboratively with certificated staff to identify student who would benefit from a Behavior Support plan.
- Collaboratively write behavior support plans for general education students.
- Work collaboratively with the scho9ol counselor and psychologist on student behavioral issues.
- Work one on one with students who exhibit negative behaviors.
- Communicate with parents the positive support interventions that are assigned to students who have exhibited negative behaviors.
- Assign and communicate progressive interventions and or student discipline.
- Work with students, families, and bus drivers on behavior issues that occur on school buses.
- Communicate with bus drivers and the transportation department; supervise the loading of buses each day.
- Organize, track, and manage student data.

Elementary Level Library Support

- Process library and curriculum materials using the Library data system
- Provide AV equipment checkout and maintenance, and process all AV materials
- Responsible for checking in/out and shelving books.
- Prepare library related materials
- Create bulletin board and book displays
- Accurately maintain library inventory
- Supervise students assigned to the library
- Provide small group instruction

ECEAP Preschool

- Assist in implementing an effective education program for preschool students.
- Provided one on one and small group instruction and supervision.
- Participate in student screening activities and parent conferences.
- Participate in 'family style' lunch program.
- Provide personal care or assist students with the necessary self-help requirements in area such as diapering, toileting, catheterization, etc., with the procedures prescribed with assigned program.
- Consistently follow directions for the Preschool teaching staff.
- Communicate regularly with parents in a positive manner.
- Work cooperatively with other district staff, students and parents.
- Assist with the maintenance of student records in compliance with legal requirements.