

Job Title: Paraprofessional 1
Reports to: Building Principal
Work Schedule: Hours to be determined, 183 days per year
Salary: Per Service Employees International Union Local 925 10-Month Employee negotiated salary schedule

Position Summary:

This position is responsible for providing assistance to students under the direct supervision of certificated staff in classrooms or other learning environments as assigned. You have applied for one or more Paraprofessional Position with the district.

Minimum Qualifications:

- High School Diploma or equivalent
- Every Student Succeeds Act requirements (**official** college transcript with evidence of 72.0 college-level quarter credit hour **OR official** college transcript with evidence of Associate's or higher degree **OR Official 4-Page** Parapro Score Report with score of 461 or higher
- Completion of fourteen (14) hours of Fundamental Course of Study training during the 2019-2020 school year
- Completion of an additional 70 hours of professional development, within three years, to obtain the General Paraeducator Certificate
- Ability to stoop, crouch, crawl, bend, kneel, and stand for long periods of time
- 1st Aid & Adult/Child CPR training (completed within 30 days from date of hire and to be maintained for the duration of this job)
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Essential Job 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:

- Assists students in one-to-one and small group settings to provide additional learning support for instructional areas including vocabulary, writing, reading, library, math, social studies, natural and computer science, and special needs
- Assists students in dealing with conflict, expressing themselves in appropriate ways, and improving their behavior
- Assists teachers in the preparation of learning materials, including making copies, bulletin boards, and visual learning aids
- Coordinates activities and meets with teacher(s) on a regular basis
- Administers tests and evaluates student progress in topical area and grades assignments and tests as directed
- Assists teacher(s) in the maintenance of student records and grades
- Supervises students and enforces assigned area rules
- Supervises and corrects students as necessary to maintain a safe environment
- Supervises and oversees student activities and safety in assigned areas
- May answer phones, assist visitors, maintain records, collect and distribute materials, inventory, and order and process materials
- May escort students to and from locations
- Uses computers and related technologies
- Attend meeting or trainings as required
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures

- Perform related duties as assigned

Desired Skills:

- Ability to organize and oversee activities
- Ability to be fair and consistent when working with children
- Ability to deal with students in a warm and confident manner
- Ability to remain flexible to changes in assignments or situations
- Ability to complete assigned tasks in a timely manner
- Ability to follow written and oral instructions
- Ability to establish and maintain effective working relationships with a variety of staff, students, and the public in a multi-cultural environment
- Ability to lift objects weighing up to 40 pounds
- Knowledge of basic subject areas, such as spelling, writing, reading, and math
- Knowledge of safety rules, regulations, and procedures
- Knowledge of learning and instructional styles appropriate to assigned grade levels and individual students
- Skills in written and oral communications
- Skills in handling confidential matters
- Skills in operating a PC (personal computer) utilizing district adopted software
- Skills in learning and interpreting assignments, procedures, rules, and regulations
- Skills in encouraging and tutoring students
- Skills in communication in two languages (English, Spanish, etc.) if applicable

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and lift in order to assist a student with personal care. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

This position shall be evaluated periodically by the Building Principal pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed June 2005.
Job description revised April 2009.
Job description revised April 2011.
Job description revised April 2012.
Job description revised October 2016.
Job description revised August 2019.