

**Job Title:** Substitute Paraprofessional 2  
**Reports to:** Building Principal  
**Work Schedule:** On-Call Basis  
**Salary:** Salary Miscellaneous Schedule

**Position Summary:**

In the absence of the regular employee, the Substitute Paraprofessional 2 is responsible for providing assistance to severe & profound and behavior students under the direct supervision of certificated staff in classrooms or other learning environments as assigned.

**Minimum Qualifications:**

- High School Diploma or equivalent (documentation required at time of application)
- No Child Left Behind requirements (copy Associate of Arts degree or copy of official college transcript with evidence of 72.0 college-level quarter credit hours or copy of Official 4-Page Parapro Score Report with score of 461 or higher – documentation required at time of application)
- Ability to stoop, crouch, crawl, bend, kneel, and stand for long periods of time
- Position could require diapering, toileting, and feeding of special needs students
- Ability to assist in student de-escalation and physical intervention when needed
- Ability and willingness to work with students who bite, kick, hit, and can be verbally aggressive
- Ability to lift objects weighing up to 40 pounds and assist with Emergency Response Protocols regarding student restraint
- Valid 1st Aid-CPR card (completed within 30 days from date of hire and to be maintained for the duration of this job)
- Right Response training 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 trainings 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:

- Assist 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
- Assist students in dealing with conflict, expressing themselves in appropriate ways, and improving their behavior
- Assist teachers in the preparation of learning materials, including making copies, bulletin boards, and visual learning aids
- Assist students with special needs, skills improvement, behavior techniques, and other activities
- Assist students with gross and fine motor strengthening programs and activities
- Assist student with making speech sounds; improving rhythm, fluency, and voice quality; and helping correct oral motor problems and cognitive communication impairments
- Assist students with vision-related training
- Assist students with wheelchair mobility, dressing, and feeding
- Assist in recreational, playground, and/or physical education activities
- Coordinate activities and meet with teacher(s) on a regular basis
- Administer tests and evaluate student progress in topical area and grade assignments and tests as directed
- Assist teacher(s) in the maintenance of student records and grades
- Supervise students and enforce assigned area rules
- Supervise and correct students as necessary to maintain a safe environment
- Supervise and oversee 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
- Use 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 use necessary equipment, machinery, and tools
- 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
- Knowledge of child development concepts, developmentally appropriate curriculum and individualized learning processes for children, indicators of child abuse and neglect, and factors affecting low-income families
- Knowledge of physical or occupational disabilities, speech/language development, and/or vision instruction if applicable
- 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:**

The substitute shall be evaluated periodically by the Building Principal/Supervisor pursuant to the currently established district procedures and evaluation criteria.

#### **Classification History:**

Job description was developed April 2012.