

Goldendale School District No. 404

Job Description

TITLE OF POSITION

PARAEDUCATOR – IN SCHOOL SUSPENSION; 6 hours, X2 Week

QUALIFICATIONS:

1. High school diploma or equivalent
2. Associates degree OR 48 semester/72 quarter credits from an accredited college or university; OR passing score of 461 on the ParaPro Assessment
3. Working knowledge of computer software and programs
4. Ability to maintain confidentiality, professional tact, diplomacy, and presentation with administrators, students, teachers, parents and the community
5. Demonstrated competency in oral and written communication
6. Work with staff and the general public in a professional and appropriate manner
7. Comprehend and maintain detailed and often confidential information
8. Make independent judgements in accordance with school/program procedures and policies
9. Successful completion of a criminal history and fingerprint check through the Washington State Patrol and FBI
10. Within two years of employment, complete the Fundamental Course of Study, training provided through the District
11. Within three years of employment, meet Washington State Core Competencies for paraeducators as defined in WAC392.172A.02090(f)
12. Physical ability to lift a minimum of forty (40) pounds

REPORTS TO:

Building Principal

JOB GOALS:

The Paraeducator is responsible for supporting and assisting students in various school settings.

PERFORMANCE RESPONSIBILITIES:

1. Support students who are exhibiting attendance and academic barriers to success.
2. Assist students with organizing work, completing assignments, meeting deadlines, note taking, test preparation and test taking.
3. Assist students in creating behavioral and instructional goals prior to the return of regular classes.
4. Provide tutoring for students as they complete new and missing assignments from their regular classroom teachers.
5. Maintain professional relationships with students, their families and co-workers.
6. Maintain secure and confidential records of all department and District data while abiding by and upholding all Board policies and procedures.
7. Display loyal and integrity.
8. Perform such other tasks and assume such other responsibilities as assigned by the Assistant Principal.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.