



# Goldendale School District No. 404

## Job Description

### TITLE OF POSITION

### PARAEDUCATOR – SPECIAL EDUCATION

### 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. Experience in a special education classroom.
4. Willingness to continue education as opportunities are provided through the school
5. Basic typing and computer skills
6. Must be patient, compassionate, and persistent
7. Successful completion of a criminal history and fingerprint check through the Washington State Patrol and FBI
8. Within two years of employment, complete the Fundamental Course of Study, training provided through the District
9. Within three years of employment, meet Washington State Core Competencies for paraeducators as defined in WAC392.172A.02090(f).
10. Must pass pre-employment physical
11. Must be able to lift 50 lbs.

### REPORTS TO:

Special Education Teacher and Building Principal

### JOB GOALS:

The Special Education Paraeducator is responsible for supporting and assisting students with disabilities in various school settings. The Special Education Paraeducator, consistent with the individual education plan (IEP) or individual family service plan (IFSP) assists the Special Education Teacher with lesson plan preparation; one-on-one and small group instruction; classroom management; student observation and assessment; and communication with parents/staff.

### PERFORMANCE RESPONSIBILITIES:

1. Assist the Special Education Teacher with lesson plan preparation; one-on-one and small group instruction; classroom management; student observation and assessment; and communication with parents/staff
2. Complete the Fundamental Course of Study (28 hours of continuous training within two years of employment)
3. Collect data and report student progress
4. Supervise students in classroom, cafeteria, and on playground
5. Maintain accurate data collection records
6. Provide positive behavior management support
7. Communicate with staff/parents as instructed by the Special Education Teacher
8. Provide positive behavior management support, consistent with the IEP/IFSP
9. Attend to the physical needs of students, including moving and positioning students & assisting with personal hygiene needs including, but not limited to: tube feeding, catheterization, changing diapers, toileting, etc.
10. Participate as a member of the education team
11. Attend parent conferences
12. Other duties as assigned

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**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.

*03/2022*