

GOLDENDALE SCHOOL DISTRICT NO. 404

JOB DESCRIPTION

TITLE OF POSITION

PARAEDUCATOR

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Associates degree OR 48semester/72quarter credits from an accredited college or university; OR passing score of 461 on the ParaPro Assessment.
3. Ability to work with students.
4. Good English skills.
5. Knowledge of basic math.
6. Willingness to continue education as opportunities are provided through the school.
7. Basic typing and computer skills
8. Ability to keep accurate records of daily student contact.
9. Good communication skills.
10. Maintain a positive attitude.
11. Must be patient, compassionate, and persistent.
12. Self-starter.
13. Knowledge of audiovisual and basic office machines: laminator, movie projector, copier, VCR.
14. Successful completion of a criminal history and fingerprint check through the Washington State Patrol and FBI.
15. Within three years of employment, meet Washington State Core Competencies for paraeducators as defined in WAC 392.172A.02090(f).
16. Must pass physical

REPORTS TO:

Building Principal

JOB GOALS:

To improve student's understanding of basic math and English skills. To supervise students during non-instructional time.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with the guidelines and requirements of the current special programs.
2. Work with teachers to set goals for students.
3. Assist in the evaluation of student progress for special program guidelines.
4. Work with individual students and small groups to improve their basic skills.
5. Supervise recess and lunch time as needed.
6. Report to supervisor regularly about the schedule and atmosphere in the classroom.
7. Adapt teaching methods to achieve student goals.
8. Provide district office with monthly enrollment statistics.
9. Keep brief, accurate records as needed for the program.
10. Attend meetings and in-services as scheduled.

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.