



JOB OPENING: Paraeducator

OPENS: Monday, September 18th, 2023
CLOSES: Open Until Filled

PARAEDUCATOR GENERALIST. Assists in providing instruction to and supervision of students in a variety of instructional and non-instructional programs. Performs routine clerical and office tasks in support of teachers and other district staff. Individuals hired for this position may be working with all students and special programs. Includes, but is not limited to, the following general duties:

- * Group Instruction
- * Supervision (lunch, recess, pick-up/drop-off)

Salary & Hours: \$16.87-\$27.14 DOE. This is an (181) day contract for (6.25) hours per day from 7:45 AM to 2:30 PM Monday through Friday.

QUALIFICATIONS:

If you do not have the minimum college credits for this position, you may take the ParaPro (ETS) Assessment. This assessment covers basic knowledge in math, reading, and writing. The district will assist you with study support, if needed.

1. Must have a high school diploma or equivalent.
2. Must have earned 72 college level credits from an institution of higher education, have a college degree, or be able to pass the Educational Testing Service (ETS) Assessment.
3. Previous experience working with pupils in both individual and small group instructional situations.
4. Must have or be willing to obtain and maintain current CPR/First Aid certification.
5. Previous experience and/or training working with students in a classroom setting.
6. Must have proven ability to complete tasks in a fast-paced environment.
7. Must be able to manage large groups of students in an unstructured environment while maintaining a high level of safety.
8. Must have proven record of consistent attendance.
9. Must be willing to move to other locations and/or have hours and/or duties reassigned as, and enrollment and program needs change.
10. Must be willing to respond with compassion to a student needing assistance with personal care, including verbally coaching students through such situations.

ESSENTIAL JOB FUNCTIONS:

1. Work as part of the teaching team following the lesson plans and guidance of the teacher.
2. Help prepare and/or assemble teaching materials as requested by the teacher.
3. Assist teachers in supervisory tasks as assigned.
4. Assist teachers in administering tests, evaluating, and modifying student work in the context of a lesson.
5. Demonstrate ability to proficiently communicate with people using correct oral and written language.
6. Help pupils in fundamentals of reading, mathematics, writing, and self-help skills.
7. Follow and implement detailed behavior management plans.
8. Use appropriate interventions in handling student misbehavior.

The Wilson Creek School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Civil Rights Compliance Coordinator is available to handle questions and complaints of alleged discrimination. If you have questions and/or concerns please call Laura Christian (Civil Rights Compliance Coordinator) lchristian@wilsoncreek.org or Kathy Sadler (504/ADA Coordinator) ksadler@wilsoncreek.org or John Haemmelmann (Title IX) jhaemmelmann@wilsoncreek.org at Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, phone 509-345-2541.

El Distrito Escolar de Wilson Creek no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Laura Christian, La directora, lchristian@wilsoncreek.org o Kathy Sadler ksadler@wilsoncreek.org o John Haemmelmann jhaemmelmann@wilsoncreek.org Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, telefono 509-345-2541.

Wilson Creek School District 167-202
400 Navar Street
PO Box 46
Wilson Creek, WA 98860

(509) 345-2541
Open In District: September 18, 2023
Out of District: September 21, 2023
Closes: when filled

9. Assist with student misbehavior requiring de-escalation techniques up to therapeutic holds.
10. Take directions and carry through on your own without frequent supervision.
11. Demonstrate empathy and awareness of the needs of students.
12. Flexible, calm, and patient in trying situations.
13. Help students develop acceptable behavior patterns.
14. Observe and record student behavior and academic performance.
15. Supervise students and maintain a harmonious atmosphere on the playground.
16. Supervise the movement of children to and from the playground.
17. Maintain constant vigilance for safety, both in how children play and the condition of the play equipment that they use.
18. Exercise good judgment.
19. Maintain confidentiality of student records as required.
20. Enforce school and district policies.
21. Maintain good rapport with students and teachers.
22. Maintain district assigned email account; read and respond to messages regularly.
23. Accept responsibility for assignments and outcomes.
24. Work cooperatively with other staff; maintain positive, respectful relationships and engagements.
25. Maintain regular attendance.
26. Other such job-related duties as assigned.

EMPLOYMENT REQUIREMENTS

1. Criminal history clearance through Washington State Patrol and FBI.
2. Within the first year of employment, successfully complete the Washington State Fundamental Course of Study for Paraeducators provided by the district, as defined in RCW 28A.413.070, and continue to meet future requirements as mandated by the State.

Application: Please submit the following:

- Completed application packet (available on our website at www.wilsoncreek.org)
 - Unofficial transcript for the Application process. Official transcripts will be required upon offer and acceptance of contract.
 - At least two (2) references qualified to assess your past work history.
- Inquiries may be directed to 509-345-2541 or email jobs@wilsoncreek.org

Benefits: Visit our website at www.wilsoncreek.org to find benefit details. Benefit details are located via the path on our website. (District >HR>Benefits.) https://www.wilsoncreek.org/?page_id=13146

Please submit all application materials to:

jobs@wilsoncreek.org

or via mail to:

**Wilson Creek School District
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