

# WILSON CREEK SCHOOL DISTRICT

PO BOX 46  
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541  
FAX (509) 345-228

## Para-educator

OPEN IN-HOUSE: Wednesday, July 10, 2024. OPENS TO THE PUBLIC: TBD

CLOSE: OPEN UNTIL FILLED

Hourly Rate: \$ Under Negotiations

Hours per Day: 7.25

Position Details: The Wilson Creek School District is seeking a paraeducator to assist in the learning of all students. Under supervision of the designated administrator, the paraeducator will assist in the instructional portion of the school day, working in small groups or on a one-to-one basis with students. The para will provide support to students and families. The para will be guided in their work by classroom teachers and administration. Position may be in the special education or general education setting.

### Duties and Responsibilities

- Adapts and administers classroom activities under the direction of the supervising teacher.
- Assists in the organization, preparation and maintenance of instructional materials as directed by the classroom teacher.
- Implements teacher designed instructional schedules for students with disabilities.
- Assists in the modification and adaptation of instructional materials for students with disabilities.
- Assists students with disabilities using positive behavior interventions and supports.
- Attends consistently and appropriately to students' social-emotional needs as much as their academic needs
- Instructs small and large groups of students with disabilities under the supervision of the teacher.
- Collects data on student progress, both instructionally and behaviorally.
- Remains confidential regarding all student, staff and school matters.
- Communicates positively with coworkers in a collaborative environment.
- Creates a positive rapport with students with disabilities and communicates with them in a positive way at all times.
- Performs duties with minimal supervision.
- Supervises students in lunchroom, classrooms, outdoors and field trips as needed.
- Attends training, in-service and staff planning sessions as requested.
- Assist with Title I and LAP duties as assigned
- Performs other school related duties as assigned

### Job Qualifications:

- High School Diploma, GED or equivalent.
- Completion of AA degree, equivalent credits, or proof of passing the ETS standardized proficiency test.
- Ability to lift and carry weights up to and including 50 pounds.
- Demonstrated ability, personality, emotional stability, and physical health to meet the cultural, emotional, mental, physical, and social needs of the students in the program.
- Demonstrated ability to use equipment necessary for school environments, e.g., computers, copiers, phones, laminators, etc. to use equipment necessary for school environments.

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- Proficient English usage in spelling, grammar, punctuation, reading, writing and math sufficient to assist students

Application: Please submit the following:

- Letter of interest
- Completed application packet (available on our website at [www.wilsoncreek.org](http://www.wilsoncreek.org))
- Official transcripts
- At least three (3) references qualified to assess your past work history

Inquiries may be directed to 509-345-2541 or email [jobs@wilsoncreek.org](mailto:jobs@wilsoncreek.org)

Please submit all application materials to:

**Wilson Creek School District**  
**PO Box 46**  
**400 Navar Street**  
**Wilson Creek, WA 98860**

***Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job.*

*Wilson Creek School District – An Equal Opportunity Employer*

*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, 504/ADA Coordinator) [lchristian@wilsoncreek.org](mailto:lchristian@wilsoncreek.org) or John Haemmelmann (Title IX) [jhaemmelmann@wilsoncreek.org](mailto: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 [lchristian@wilsoncreek.org](mailto:lchristian@wilsoncreek.org) Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, telefono 509-345-2541*