

# PARAPROFESSIONAL – HIGH NEEDS/SPED

Hourly Rate: \$18.37 - \$29.77 DOE

Full Time: 7.25 hours per day

## JOB DESCRIPTION

### Qualifications

1. Knowledge of and experience with autistic spectrum children and other disabilities, PECs, Star Program and Right Response Training
2. High school diploma or GED equivalent
3. Must meet *one* of the following requirements or be able to meet the requirement within the first year of employment.
  - Have received a qualifying score on the Education Testing Service (ETS) paraeducator assessment
  - Hold an associate degree or higher from an accredited college or university
  - Have earned 72 quarter credits or 48 semester credits at the 100 level or higher at an accredited college or university
  - Have completed an apprenticeship as a paraeducator, in a program registered with the Washington State Apprenticeship and Training Council
4. Basic clerical skills
5. Basic knowledge of computer, copier, and business machines

### Reports to:

1. Supervisor
2. Building Principal/Superintendent

### Job Goal

The classroom paraprofessional will assist the certificated teacher in order to maximize students' learning and provide continuous improvement for ALL students.

### General Qualifications

1. Ability to communicate effectively both orally and in writing.
2. Ability to work with small groups of students under the supervision of certificated staff doing various duties.
3. Ability to accurately keep records.
4. Willingness to learn and practice instructional procedures as they apply to our specific school situation.
5. Assist students with content area assignments in the areas of reading, math, spelling, English, social studies, and science at or above an 8<sup>th</sup> grade level.
6. Ability to relate in a positive way with all staff, parents, and students.
7. A love of kids and positive attitude.
8. Willingness to receive training as needed.
9. Experience with children in a classroom setting preferred.
10. Other duties as assigned.

### Responsibilities

1. At the lower and upper elementary school level, be responsible for assisting students with assignments in content areas as directed by certified teacher.
2. Assist classroom teacher in improving ALL students' learning
3. Playground, cafeteria, or building duties as assigned.
4. Follow existing safety practices and policies and use own discretion in maintaining the safety and welfare of students using district facilities or playing on district premises.

### Working with students, must

1. Foster independency, responsibility, and problem-solving skills in students.
2. Help students to maintain good citizenship habits.
3. Promote the mission statement of the Wilson Creek School District.

### Student Relationships

1. Enjoys young people and has tolerance
2. Recognizes the limits of behavior
3. Keeps command in a group situation
4. Is able to exert control in a calm manner
5. Uses fair play in exercising authority
6. Disciplines students, as necessary, through the district disciplinary plan

**Benefits:** Please visit our website at [www.wilsoncreek.org](http://www.wilsoncreek.org) to find benefit details. Benefit details are located via the following path on the Wilson Creek School District website. (District >HR>Benefits.)

Link: [https://www.wilsoncreek.org/?page\\_id=13146](https://www.wilsoncreek.org/?page_id=13146)

**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 Kandice Hansen (Civil Rights Compliance Coordinator) [khansen@wilsoncreek.org](mailto:khansen@wilsoncreek.org) or Kandice Hansen (504/ADA Coordinator) [khansen@wilsoncreek.org](mailto:khansen@wilsoncreek.org) or Loni Koziol (Title IX) [athletics@wilsoncreek.org](mailto:athletics@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: Kandice Hansen, La directora, [khansen@wilsoncreek.org](mailto:khansen@wilsoncreek.org) o Kandice Hansen [khansen@wilsoncreek.org](mailto:khansen@wilsoncreek.org) o Loni Koziol [athletics@wilsoncreek.org](mailto:athletics@wilsoncreek.org) Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, telefono 509-345-2541*