

July 30, 2024

## **JOB ANNOUNCEMENT PARA-EDUCATOR**

### **In-House PSE (until 8/6/2024) & External Candidate Opening**

#### **QUALIFICATIONS:**

1. High school diploma or equivalent and must meet one of the following:
  - a. AA Degree or higher
  - b. Earned 72 quarter credits or 48 semester credits at the 100 level or higher at an accredited college or university
  - c. Passing score on the ETS Praxis Exam with 7 days of job offer. Additional information & registration materials at: [www.ets.org](http://www.ets.org).
  - d. Completed an approved WSATC paraeducator apprenticeship program.
2. Pediatric CPR/First Aid Certificate preferred.
3. School related paraeducator or teaching experience preferred, but not required.
4. Strong positive belief in the ability of all students to learn and grow.
5. Positive, motivating and caring attitude toward the direct tutoring of students.
6. Pre-employment test may be required by those selected to interview.
7. Current Selkirk School District PSE members will be considered before external candidates are interviewed.

#### **WORK HOURS:**

Multiple positions available for the 2024-24 school year with work schedule varying from 6 – 7.25 hours on a 4-day work week with an additional 15 inservice days.

#### **REPORTS TO:**

This person is directly responsible to the special education teacher and building administrator.

#### **JOB GOAL:**

To provide academic, physical, and/or emotional support to preschool through 12<sup>th</sup> grade students in a one-to-one or small group setting.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Under the supervision of special services teacher, the paraeducator implements specific instructional techniques to assist students in preacademic, academic, or behavior areas.
2. As directed by the special services teacher, prepares materials and supplies for student learning activities.
3. Assists students in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the lavatory, if needed.
4. If assigned, assists students in gross motor activities.
5. Establishes a supportive and sympathetic relationship with student(s) without fostering or encouraging intense emotional involvement.

6. Provides reinforcements for appropriate behaviors, consequences for inappropriate behaviors, data collection of targeted behaviors, and other duties specific to a particular student
7. Monitors individuals and/or groups of students in a variety of settings (e.g. field trips, playground, gym, classroom, computer lab, lunch room, health room, speech office, counseling center, office, bus, etc., depending on assignment) for the purpose of ensuring a safe and positive learning environment.
8. Performs record keeping and clerical functions (e.g. attendance logs, activity reports, recording IEP reports, correcting papers, recording grades, copying, displays, bulletin boards, collects paper, distributes supplies, answering phones, etc., depending on assignment) for the purpose of supporting the special services teacher in preparing records/materials.
9. Other duties as assigned.

**SALARY:**

Starting wage \$19/hour with additional wages for AA, AAS, or BA degrees as well as previous public school experience as a paraeducator.

**CLOSING DATE:**

Until suitable candidates are found. Starting date anticipated to be August 19, 2024.

**APPLICATION:**

To be considered, please submit the following to the Selkirk School District Office at 219 Park Street, PO Box 129, Metaline Falls, WA 99153, (509) 446-2951 by the closing time and date:

- Letter of Application
- Completed Selkirk School District application form
- Resume

Existing employees will be considered with a Letter of Application. However, additional documents may be requested by the district. Successful candidates must complete 21 hours of training within the first year of employment. Minimum competency on ETS Praxis exam will be required prior to employment.

**EMPLOYMENT INFORMATION:**

Selkirk School District is an affirmative action, equal opportunity employer. Persons with a disability who need assistance in the application process or those needing the announcement in an alternative format may call Angelina Johnson at (509) 446-2951. Candidate offered the position will be required to complete a Washington State Patrol/FBI fingerprint background check and Department of Social and Health Services criminal history and background inquiry check. Employees of the Selkirk School District must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drug-free workplace.

Selkirk 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 following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights/504 Coordinator, Nancy Lotze, 509-446-2951, [nlotze@selkirk.k12.wa.us](mailto:nlotze@selkirk.k12.wa.us) and Title IX Coordinator, Amanda Burnett, 509-446-3505, [aburnett@selkirkschools.org](mailto:aburnett@selkirkschools.org). PO Box 129, Metaline Falls, WA 99153.

**Title IX**

Amanda Burnett  
Selkirk Jr/Sr High School  
10372 Highway 31  
Ione, WA 99139  
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**Section 504 Coordinator/Civil Rights Officer**

Nancy J. Lotze  
Selkirk School District  
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(509) 446-2951

