

East Valley School District #361

Classified Job Description #305



Job Title: Paraeducator – Special Education

Department: Special Programs

Reports To: Building/Department Administrator

Unit Classification: Public School Employees of Washington (PSE)

Position Summary:

Under the direction and supervision of the building principal, director of special programs, or designee, this position will assist certificated staff in instruction, behavioral, hygienic, and/or other therapeutic techniques for students with special needs. The top priority of the paraeducator is to ensure a positive learning environment to support the personal, social, and intellectual development of students.

Special Programs Position Definitions:

Designed Instruction (DI): Supports students who may be medically fragile, require intensive instruction in daily living skills, functional based skills, and independence.

Behavior Intervention (BI): Supports students with self-regulation, behavior management, and social connection.

Resource Room (RR): Support students with instruction and academics in small group settings. Student groups rotate for assistance in areas such as behavior, reading, writing, and math.

Therapy Support (OT/PT): Assist physical and occupational therapists in the therapy program.

Essential Functions, Duties and Responsibilities:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Assist certificated staff in implementing, organizing, and preparing the classroom program and materials.
- Collect and record data on student progress, increase student independence, and support Individual Educational Plan (IEP) goals and objectives in school, job, and community settings.
- Work with students with a wide range of physical, cognitive, and emotional disabilities.
- Provide social and academic guidance under the direction of the certificated staff member.
- Supervise playgrounds, parking lots, student meal periods, crosswalk, and hallways.
- Facilitate and complete learning experiences designated by the certificated staff member.
- Accurately record information and perform other recordkeeping tasks as needed.
- Respond appropriately to aggressive behaviors, using soft restraint and de-escalation techniques (training provided).
- Assist students with behavior management by following staff-developed plans, including redirecting, teaching replacement behaviors, and providing reinforcement.
- Help students develop basic self-help life skills (e.g., bathrooming, feeding, dressing) as directed by therapists.
- Refer safety, health, and discipline concerns to the supervising staff member or administrator.
- Attend to personal care of students including toileting, lifting, transferring, changing, feeding (*DI positions only*).
- Uphold school district policies, rules, regulations, and laws.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Use multiple communication systems (email, computers, radios, etc.).
- Inspect facilities for safety and maintenance, reporting concerns as needed.
- Maintain regular attendance and work hours.
- Professionally interact with colleagues, members of the public, and students.
- Be neat, clean, and dress appropriately.
- Perform special assignments and other duties as assigned or required.

Working Conditions:

Physical Demands: This list of essential physical demands is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following demands:

- Sufficient strength and agility to assist in lifting students, maneuvering wheelchairs, and helping students enter or exit school rooms, buildings, and transportation.
- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, lift, and sit on floor.
- Required to stand and walk, use hands and fingers to handle or feel objects, and be able to hear or talk to others.
- Work in adverse weather conditions.
- Work quickly and accurately in a fast-paced environment.
- Be able to lift 50lbs or 30% of body weight unassisted (whichever is less).

Work Environment: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by students, student bodily fluids, and aggressive behavior. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Preferred Knowledge, Skills, and Abilities:

- Preference for experience working with students in an educational setting.
- Communicate effectively with others.
- Knowledge of federal, state, and local laws; district and departmental policies and procedures; safe work practices; methods and use of materials; tools and equipment used in related trades.
- Knowledge of district-adopted software, including email communication.
- Ability to establish and support an environment that promotes cultural competence and equitable treatment of all staff, students, and community members.

Minimum Requirements:

- High school diploma or equivalent (documentation required prior to beginning employment)
- All instructional paraeducators must meet *one* of the following requirements (documentation required at time of application):
 - An Associate's (AA) degree (or higher); *OR*
 - Have completed 72 quarter/48 semester credits; *OR*
 - Have received a passing score on a [PESB approved assessment](#) (i.e., ETS ParaPro, Pearson Professional, The Master Teacher Inc.)
- Minimum age of 18 years old.
- Successful WSP and FBI Fingerprint Clearance (fingerprints taken after hire and during initial onboarding).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of online workplace training within 30 days of hire.

Continuing Education and Training (to be maintained after hire through continued employment):

- Valid First Aid and CPR card (paid training provided by district).
- Complete de-escalation and restraint training as directed and maintain a valid certificate through continued employment.
- Complete state required paraeducator training as required.
- Additional training as required/directed.

Evaluation:

This position shall be evaluated periodically by the building/department administrator or designee pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions, essential physical demands, skills, knowledge, and abilities.

East Valley School District does not discriminate in any programs or activities based on 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; Title IX Compliance Coordinator: Jane Stencel, Phone: (509) 924-1830, stencelj@evsd.org; ADA/Civil Rights Compliance

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Coordinator: Jane Stencel, Phone: (509) 924-1830, stencelj@evsd.org; Section 504 Coordinator: Heather Prosser, Phone: (509) 924-1830, prosserh@evsd.org; Gender-Inclusive Schools Coordinator: Mandi Rehn, Phone: (509) 924-1830, rehnm@evsd.org, 3830 N. Sullivan Rd, Bldg. 1, Spokane Valley, WA 99216.

Description History:

Job description developed: June 2015 lds

Job description revised: July 2017 lme