

Arlington School District No. 16  
Job Description

**JOB TITLE: Para Educator – ECEAP Pre-School**

<b>CLASSIFICATION:</b>	Classified
<b>LOCATION:</b>	ECEAP Pre-School
<b>REPORTS TO:</b>	ECEAP Program Manager
<b>HOURS:</b>	Varies
<b>SALARY:</b>	Per PSE Schedule A

**SUMMARY:** The ECEAP para-educator assists in planning and implementing an effective educational program for three to five year old children utilizing the Creative Curriculum Model.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assist in implementing an effective education program for three to five year olds
- Perform clerical and supportive tasks for teachers
- Attend monthly evening parent meetings
- Attend and participate in staff meetings
- Attend staff trainings as required
- Promote and practice professional growth and development
- Establish and maintain cooperative working relationships with families
- Ability to complete online observations
- Supervise students in a variety of settings
- Perform clerical and supportive tasks for teachers
- Maintain punctual and regular attendance
- Observe strict confidentiality regarding student and personnel information
- Ability to effectively communicate and collaborate respectfully
- Monitor student behavior and assist in maintaining an orderly classroom atmosphere for the purpose of providing an optimum learning environment, including students with disabilities
- Monitor students in a variety of settings before, during, or after school
- Work with students individually and/or in small groups on specific learning tasks and objectives
- Ability to use technology to assist the teaching and learning process
- Use effective strategies to resolve issues
- Maintain a clean and sanitary learning environment
- Practice ethical and professional standards of conduct, including the requirements of confidentiality regarding student, family and personnel information
- Know and follow district policies and procedures
- Prepare and distribute food for meals during class time
- Perform other duties essential to ECEAP
- Other duties may be assigned

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum 12 Credits in Early Childhood Education required

One year classroom in experience working with preschool children preferred

Experience with English as a Second Language preferred

High school diploma or equivalent, and one of the following:

1. Received a passing grade on the Educational Testing Service's ParaPro Assessment; or
2. Hold an Associate of Arts degree; or
3. Earned 72 quarter credits or 48 semester credits at an institution of higher education; or
4. Completed a registered apprenticeship program

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Washington State driver's license

Current CPR/First Aid for Adult child and Infant

Current TB test

Valid Food Handlers Permit

Ability to travel between schools

Must be willing to complete background check through the Department of Early Learning

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as plans, reports and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively to administration, staff and students.

Ability to effectively present information and respond to questions from staff, students, and parents.

**MATHEMATICAL SKILLS:**

Ability to apply concepts of basic mathematics.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete and abstract variables.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to speak Spanish is desirable.
- Ability to function as a team member.
- Flexibility in scheduling duties.
- Ability to practice ethical and professional standards of conduct.
- Ability to know and follow health, safety and emergency procedures of the district.
- Skill in organizing tasks and duties.
- Ability to maintain confidentiality.
- Ability to maintain a positive attitude at all times.
- Ability to communicate effectively with coworkers, staff, parents and the public both verbally and in writing.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, kneel, and use hands to handle, finger, or feel objects, tools, or controls. The employee will occasionally bend or twist at the neck and trunk, reach with hands and arms, stoop, kneel or crouch, and may lift and/or move objects

weighing up to 30 pounds. Successful performance requires specific vision abilities that include close vision, distance vision and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

There are no unusual environmental conditions. Duties performed both inside and outside. Typically, the noise level in the work environment is moderate. The employee has direct responsibility for the safety and well being of others.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

June 2018