

Arlington School District No. 16
Job Description

JOB TITLE: Para Educator – Journey Level

CLASSIFICATION:	Classified
LOCATION:	Arlington School District
REPORTS TO:	Building Principal/Supervisor
HOURS:	Varies
SALARY:	Per PSE Schedule A

SUMMARY: Under the direction and supervision of certificated staff, the Para-Educator-Journey Level performs tasks related to monitoring and supervising of students on campus during the day including assisting with instruction, one on one tutoring, organization of instructional materials, provide support and assistance in computer laboratory, library or media centers, and assist with parental involvement activities under the direct supervision, planning and preparation of the teacher. A desire and ability to work with students is essential in this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following:

- Monitor student activities such as drill, practice, and test-taking after lessons and instructions have been given by the teacher.
- Monitor student behavior and assist in maintaining an orderly classroom atmosphere for the purpose of providing an optimum learning environment, including students with disabilities.
- Perform clerical and supportive tasks for teachers that are primarily non-instructional in nature.
- Correct student papers, record grades, prepare supplemental materials, etc. as assigned.
- 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.
- Adapt to a variety of working situations and learn new skills.
- Know and follow health, safety and emergency procedures of the district.
- Work as a positive team member.
- Communicate successfully with staff, students, and parents.
- Demonstrate professionalism through punctuality and minimal absences.
- Promote and practice professional growth and development.
- Follow district guidelines and procedures with regard to student conduct and discipline referrals.
- Ability to use technology to assist the teaching and learning process.
- Provide positive behavioral support and management.
- Use effective strategies to resolve issues.
- Utilize appropriate strategies and techniques to provide instructional support in the teaching and learning process.
- Maintain academic competency for the purpose of providing effective assistance to students.
- Practice ethical and professional standards of conduct, including the requirements of confidentiality regarding student and personnel information.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective function of the organization.
- Other duties as 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:

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

Journey level para-educators must have completed the Professional Standards Program offered by NAEOP.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license (may be required)

Valid First Aid/CPR card (may be required)

LANGUAGE SKILLS:

Ability to read and interpret general business material. Ability to write reports and business correspondence. Ability to effectively respond to questions from administrators, staff and students.

MATHEMATICAL SKILLS:

Ability to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical or complex 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 maintain a positive attitude at all times
- Ability to practice ethical and professional standards of conduct
- Ability to communicate effectively and positively with staff, students
- Ability to interact and work with students
- Ability to know and follow health, safety and emergency procedures of the district
- Skill in organizing tasks and duties
- Ability to use a computer
- Ability to follow instructions

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, and use the 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. Employees may need to physically restrain a student.

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. Typically, the noise level in the work environment is moderate. The employee has responsibility for the safety and well being of others, and must be able to interact with other workers.

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.

January 2019