

Arlington School District No. 16  
Job Description

**JOB TITLE: Para Educator – Life Skills / EBD / Transitions**

<b>CLASSIFICATION:</b>	Classified
<b>LOCATION:</b>	Arlington School District
<b>REPORTS TO:</b>	Building Principal/Director of Special Programs
<b>HOURS:</b>	Varies
<b>SALARY:</b>	Per PSE Schedule A

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

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

- Supervise students with special needs.
- Assist students with skills that promote independence including social skills, life skills including personal care and health care related issues, community access, vocational training, and use of assistive and adaptive technology.
- Use de-escalation strategies and restraints when appropriate, after being trained to do so.
- 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 staff that are primarily non-instructional in nature.
- 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.
- Observe students and collect data.
- 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.
- Assisting students with toileting needs.
- 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

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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

Willing to acquire Type II to transport students

Valid First Aid/CPR card (may be required)

Trained in de-escalation and restraint (may be required) (Crisis Prevention Institute)

**LANGUAGE SKILLS:**

Ability to read, interpret, and follow instructions in written and oral forms. Ability to effectively present information and respond to questions from staff, parents, and students.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and 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:**

- Knowledge of patterns of human development and risk factors that may prohibit or impede typical development
- Knowledge of the legal issues related to the education of youth with disabilities
- Ability to work with special needs and remedial students
- 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 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 direct 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.*

June 2018