

Entiat School District
Entiat Jr/Sr High School
GENERAL PARAEDUCATOR

OPENING: General Paraeducator
Part-Time School Year Position - 5 hours/day 8:15 am – 1:15 pm

DATES: CLOSING DATE: Thursday, November 12, 2009
ASSIGNMENT DATES: 2009-2010 School Year

COMPENSATION: Hourly rate is \$12.12 – \$13.93, dependent on experience
Eligible for medical, dental, and vision insurance, retirement

PRIMARY DUTY: Assist certificated teaching staff with instructional and non-instructional activities for students, including instructing students individually or in small groups, preparing materials for instruction, maintaining student records, supervising student behavior, and supervising student activities on the playground, in the cafeteria and halls. The person in this position will work mainly with students in Grades 7-12.

See page 2 for detailed job description and qualifications

Entiat School District is located on the eastern slopes of the Cascade Mountain Range at the confluence of the Columbia and Entiat Rivers, about 15 miles north of Wenatchee. With a PreK-12 enrollment of approximately 365 students, the school system serves as the hub of community activities. Entiat is a family-oriented community with a rich history of support for public education, including passage of maintenance and operation levies.

APPLICATION MATERIALS MUST INCLUDE:

- Letter of Application/Interest
- Completed District Classified Application Form (available on website to print out)
- Current Resumé
- Letters of Reference (preferred, but not required)
- College transcript reflecting A.A. Degree or 72 quarter credits **–OR–** Parapro Assessment Score

CONTACT: Heather Long (hlong@entiatschools.org or (509) 784-1800)

SUBMIT APPLICATION MATERIALS

- **BY E-MAIL TO:** hlong@entiatschools.org - OR - **BY MAIL TO:** Heather Long / Entiat School District
2650 Entiat Way, WA 98822

NON-DISCRIMINATION IN EMPLOYMENT - Entiat School District #127 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, creed, sexual orientation, including gender identity, familial status, marital status, age, gender, or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer/Section 504 Coordinator, Denise Waters at 2650 Entiat Way, Entiat, W 98822, (509) 784-1800.

Entiat School District 127
Entiat Jr/Sr High School
GENERAL PARAEDUCATOR
JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to accept responsibility, take direction, and work independently
- Must have basic technology skills
- Ability to communicate properly, orally and in writing; ability to observe and record data accurately
- Ability to use good judgment as related to students and their positive behavior management
- Ability to relate well with students, parents, and fellow staff members. Must possess a team-approach attitude.
- Ability to serve as a role model and to interact positively with students
- Must be flexible and willing to adjust routine on short notice; must possess a sense of humor!
- Must be able to maintain confidentiality in all work-related matters.

MINIMUM QUALIFICATIONS:

- Applicants must have one of the following three:
 - ✓ Associate of Arts (A.A.) Degree or higher - **OR** –
 - ✓ Minimum of 72 quarter credits from accepted institution of higher education - **OR** –
 - ✓ Successful completion of the ETS ParaPro Assessment
- Successful completion of a criminal records and fingerprint background check through the Washington State Patrol and FBI

PREFERRED QUALIFICATIONS:

- Experience working with children in a school environment
- Valid first aid and CPR card, or be willing to obtain

PRIMARY DUTY:

Assist certificated teaching staff with instructional and non-instructional activities for students, including instructing students individually or in small groups, preparing materials for instruction, maintaining student records, supervising student behavior, and supervising student activities on the playground, in the cafeteria and halls. The person in this position will work mainly with students in Grades 7-12.

DUTIES AND RESPONSIBILITIES: Depending on the individual assignment, the General Paraeducator may perform all, or a combination of several, of the following:

- Work directly with students to provide instruction as determined by the teacher; modify and adapt instructional materials as necessary for individual students
- Prepare specified materials, teaching aids, or equipment for use in the program
- Maintain student records/information (i.e. daily attendance, grades, IEP's, assessments)
- Communicate student progress, and report learning or other difficulties encountered by students, to the teacher
- Assist teacher with routine clerical duties, such as copying materials, creating bulletin boards, using office equipment
- Assist with grading tests and homework
- Participate in implementation of school-wide positive behavior management program
- Monitor student behavior in the classroom, during lunch, recess and in the hallways, and on field trips. Playground supervision requires working outdoors in inclement weather occasionally
- Work effectively as a member of collaborative teams with staff and administrators
- Attend/participate in all required staff meetings and other activities deemed necessary by the District, in order to accomplish the objectives of the position and for professional development
- Maintain punctuality and consistent attendance
- Exhibit a positive attitude
- Other duties as assigned

SUPERVISED AND EVALUATED BY: K-12 Principal