



Entiat School District

Paul Rumburg Elementary School & Entiat Middle & High School

VACANCY ANNOUNCEMENT

GENERAL PARAEDUCATOR – BILINGUAL PROGRAM

OPENINGS: *Currently we have one opening* for a Paraeducator who will work with students in the school district's Bilingual/ELL (English Language Learners) Program.

CURRENT OPENINGS: School Year Position
7.0 hours/day (7:45 am-3:15 pm, 30 min. lunch)

DATES: CLOSING DATE: Open until filled
ASSIGNMENT DATES: 2023-2024 School Year

COMPENSATION: Hourly rate is \$18.75 - \$25.15, depending on experience
Eligible for medical, dental, and vision insurance, retirement

UNION AFFILIATION: This position is represented by the Entiat Chapter of the Public School Employees of Washington/SEIU Local 1948 (PSE)

PRIMARY DUTY: Assist teachers primarily in the elementary 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. Identify, assess, and work with students in grades K-12 who have qualified for services as English Language Learners. Serve as a translator and interpreter for the District as needed.

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 330 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:

- Cover Letter of Interest
- Current Resumé
- District Classified Employment Application (not required if you have an app on file) *(on our website)*
- Letters of Reference (preferred, not required)
- Copy of High School Diploma or G.E.D. credential (may be obtained after hire)
- AA Degree or proof of higher education credits or successful completion of the ETS ParaPro Assessment.

SUBMIT TO: Irma Verduzco (iverduzco@entiatschools.org) 2650 Entiat Way, Entiat WA 98822

If you are interested but need more information – please call Irma Verduzco at (509) 784-1800 #3

NON-DISCRIMINATION IN EMPLOYMENT - The Entiat School District prohibits discrimination on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following employees, who have been designated to handle questions and complaints of alleged discrimination, can be reached as follows: Greg Whitmore (Civil Rights Compliance Coordinator) via e-mail at gwhitmore@entiatschools.org, or Susan Morris (Section 504 Coordinator) via e-mail at smorris@entiatschools.org, or Bill Edwardson (Title IX Coordinator) via e-mail at bedwardson@entiatschools.org, or call (509) 784-1800, or by mail at Entiat School District, 2650 Entiat Way, Entiat, WA 98822

Entiat School District 127
Paul Rumburg Elementary School & Entiat Middle & High School
GENERAL PARAEDUCATOR – BILINGUAL PROGRAM
JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to accept responsibility, take direction, and work independently and with flexibility.
- Must have strong 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 able to maintain confidentiality in all work-related matters.
- Ability to stand for an extended period of time; ability to lift 35 pounds.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D. Credential
- 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 online ETS ParaPro Assessment (**test can be taken at the school district – call for info**)
- Successful completion of a criminal record and fingerprint background check through the Wa. State Patrol and FBI
- ***For current opening only, bilingual ability in English & Spanish is required.***

PREFERRED QUALIFICATIONS:

- Experience working with children in a school environment.

PRIMARY DUTY: Assist teachers primarily in the elementary 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. Identify, assess, and work with students in grades K-12 who have qualified for services as English Language Learners. Serve as a translator and interpreter for the District as needed.

DUTIES AND RESPONSIBILITIES: Depending on the individual assignment, the Bilingual 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.
- Assist with identifying, assessing, and providing services to students who qualify for English language services.
- 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, locker rooms, 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, such as Bilingual parent meetings in the evenings, 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: Bilingual Program Director, English Language Acquisition Teacher, and K-12 Principal