

Entiat School District

Paul Rumburg Elementary School & Entiat Middle & High School

ANNOUNCEMENT OF VACANCIES

GENERAL/SPECIAL EDUCATION PARAEDUCATOR

OPENINGS: *Currently we have an opening for a Paraeducator that will work with students in the elementary, middle and high school and possibly with special education students. Paraeducator assignments change year to year, so if hired into this position, you may not have the same duties in future years.*

CURRENT OPENINGS: School Year Position
6.75 hours/day (7:45 am-3:00 pm, 30 min. lunch)

DATES: CLOSING DATE: Open until filled
ASSIGNMENT DATES: As soon as possible

COMPENSATION: Current hourly rate is \$16.66-\$22.04 depending on experience
Eligible for medical, dental, and vision insurance, retirement

PRIMARY DUTY: Assist teachers 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. May work with students in all grades, including students requiring special education services or requiring a paraeducator one-on-one student assignment. Some students require assistance with toileting or diaper changing (there will be additional pay per hour if assigned to one of these students).

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

SUBMIT TO: Carly Bartlett (cbartlett@entiatschools.org) 2650 Entiat Way, Entiat WA 98822

If you are interested but need more information – please call Carly Bartlett at (509) 784-1800!

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: Mr. Miles Caples (Civil Rights Compliance Coordinator) via e-mail at mcaples@entiatschools.org or call (509) 784-1800, or Susan Morris (Title IX and Section 504 Coordinator) via e-mail at smorris@entiatschools.org or call (509) 784-1314, 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

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
- Ability to stand for an extended period of time; ability to lift 50 pounds

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D. Credential
- Applicants must also 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 upon hiring of a criminal record and fingerprint background check through the Wa. State Patrol and FBI
- Must be able to provide complete COVID vaccination card or complete and receive an approved religious or medical accommodation prior to being hired.

PREFERRED QUALIFICATIONS:

- Experience working with children in a school environment

PRIMARY DUTY: Assist teachers 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. May work with students in all grades, including students requiring special education services or requiring a paraeducator one-on-one student assignment. Some students require assistance with toileting or diaper changing (there will be additional pay per hour if assigned to one of these students).

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, 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 deemed necessary by the District, in order to accomplish the objectives of the position, for professional development, and to meet new state certification requirements for paraeducators
- Maintain punctuality and consistent attendance
- Exhibit a positive attitude. Other duties as assigned

SUPERVISED AND EVALUATED BY: K-12 Principal