

Entiat School District
CLASSIFIED VACANCY ANNOUNCEMENT
Pre-K Coordinator - PARAEDUCATOR

OPENING: Pre-School (Pre-K) Coordinator - Paraeducator
School Year Position: 7.25 hours/day 186 days/year (176 days + 10 paid holidays)

DATES: CLOSING DATE: Until filled
ASSIGNMENT BEGINS: 2023-2024 School Year

COMPENSATION: Current hourly rate is \$21.64-\$27.62 DOE (estimated to be slightly higher as of 9/1/23-depending on union contract ratification)
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: Teach pre-kindergarten students, age 4+, in two (2) half-day sessions
Monday - Friday

See page 2 for detailed job description

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 Early Childhood Education (ECE) Certificate
- 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

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.

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Pre-K Coordinator - PARAEDUCATOR

JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Early Childhood Education (ECE) Certificate
- 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

PREFERRED QUALIFICATIONS:

- Previous Experience as Preschool or primary teacher

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Loving and nurturing personality, friendly and reliable
- Team player with a positive attitude
- Capable of all regular teaching duties
- Knowledge of early childhood development with an ability to foster relationships with parents and preschool-aged children from diverse populations.
- Able to work well with children and adults.
- Ability to work both independently and cooperatively as part of a team.
- Excellent understanding of the principles of child development and preschool educational methods
- Familiarity with safety and sanitation guidelines for classrooms
- Strong written and oral communication and instructional skills
- Ability to act as mediator between children
- Must maintain confidentiality of student records
- Organized and ability to multitask
- Certification in child CPR (provided by School District)
- Successful Completion of Safety Care Isolation/Restraint Training (provided by School District)

PHYSICAL DEMANDS and WORKING ENVIRONMENT:

The employee in this position is regularly required to stand and sit; handle, or feel objects, tools, or controls; and talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception. The employee frequently is required to reach with hands and arms, and stoop, kneel, crouch or crawl. Must occasionally lift and/or move 25 lbs. Occasionally required to work outside when needed to provide substitute student supervision.

SUPERVISED AND EVALUATED BY: P-12 Principal

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JOB DESCRIPTION

PRIMARY DUTY:

Teach pre-kindergarten students, age 4+, in two (2) half-day sessions Monday – Friday

DUTIES AND RESPONSIBILITIES:

- Maintain a safe, clean, pleasant physical environment conducive to optimal growth and development of children consistent with health and safety standards
- Work with small groups of students, as requested by principal/supervisor.
- Develop a careful and creative program suitable for preschool children.
- Plan, develop, and conduct a daily schedule of classroom routines and activities for students.
- Prepare and implement lesson plans in accordance with performance standards.
- Employ a variety of educational techniques (storytelling, educational play, media etc.) to teach children
- Teach and oversee health habits in the classroom, ie. handwashing.
- Observe each child to help them improve their social competencies and build self-esteem
- Observe, record and evaluate children's significant behavior.
- Encourage children to interact with each other and resolve occasional arguments
- Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers or colors, do crafts etc.)
- Organize nap and snack hours and supervise children to ensure they are safe at all times
- Track children's progress and report to parents
- Communicate and/or meet with parents regularly to report on child's progress.
- Discuss concerns with parents and act on those concerns.
- Collaborate with other educators, especially kindergarten teachers, classroom paraeducators, and program directors.
- Assist with monitoring students at recess and/or in the cafeteria.
- Attend staff and parent meetings and contribute during the meeting.
- Promote and practice professional growth and development.
- Other Duties as Assigned