

PARA EDUCATOR



Reports to: Building Administrator
Salary Schedule: Schedule A
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 5
Revised Date: March 2019

SUMMARY:

Under the direction of the building administrator and/or the classroom teacher performs a variety of tasks related to the instructional program to enhance learning experiences in one-on-one, small group or classroom setting. Provides instructional and clerical support and student supervision as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists certificated staff in conducting activities to enhance learning opportunities for students.
- Works in small group instruction or may work individually with students, as directed.
- Prepares materials for student use and administers and scores tests, as directed.
- Establishes and maintains student records in order to have an accurate account of student activities and progress.
- Corrects student paperwork, oral work and records grades.
- Records progress of students with special learning needs, as required and appropriate.
- Assists teacher with attendance, lunch count and other reports.
- Types, duplicates, records student data, as directed.
- Collaborates with teachers to develop individual intervention plans.
- Assists in program evaluations.
- Supervise students during recess, breakfast, lunch and other school activities
- Performs other duties as assigned.

QUALIFICATIONS & EDUCATION:

- Must be 18 years or older.
- Minimum of 2 years of college, AA degree or successful completion of Praxis test.
- Experience working with K-5 preferred.
- Experience with office machines preferred.
- Must work closely with Lead staff & supervisors.

- Must have excellent people and communication skills.
- Attendance and punctuality are important in this position
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have good knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs 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 stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.