

# NESPELEM SCHOOL DISTRICT

## Para Educator



<b>POSITION SUMMARY:</b>	<b>Classified Nonexempt Position</b> <b>8.75 Hrs. a Day/4 Days</b> <b>Salary Range-\$19.89 – \$24.28</b>
<b>SUPERVISOR:</b>	Building Principal
<b>ESSENTIAL FUNCTIONS:</b>	<p>The position of Paraeducator will involve working to assist schools and teachers on a program need basis. The positions will be varied, and may include instruction with, and care of, basic education and disabled students in self-contained and regular education settings, recess and/or crosswalk duty, and providing clerical assistance.</p> <ul style="list-style-type: none"> <li>➤ Assist with preparation of materials.</li> <li>➤ Attend district meetings as requested.</li> <li>➤ Other job duties as assigned by the Building Principal.</li> </ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>➤ Two years of study at an institution of higher education, it must meet the criteria of the Higher Education Act, Section 101 (a). All classes must be at level 100 or higher, OR</li> <li>➤ Associate’s degree OR</li> <li>➤ Pass the ETS ParaPro Assessment test.</li> <li>➤ Experience working with P-12 students.</li> <li>➤ First Aid/CPR card or ability to obtain.</li> <li>➤ Must work out-doors in all types of weather.</li> <li>➤ Attendance and punctuality are important functions of this job.</li> <li>➤ Use effective oral and written communication skills.</li> <li>➤ Listen and react professionally.</li> <li>➤ Give and take directions.</li> <li>➤ Work in noisy and crowded environments.</li> <li>➤ Remain flexible to changes in assignments or situations.</li> <li>➤ Maintain accurate records.</li> <li>➤ Experience with the use of a computer to complete work order systems and other work related functions.</li> <li>➤ Establish and maintain effective working relationships with students, staff, parent, and community.</li> <li>➤ Maintain a high level of ethical behavior and confidentiality of information about students and staff.</li> </ul>
<b>WORKING CONDITIONS &amp; PHYSICAL REQUIREMENTS:</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.</p> <p>The usual and customary methods of performing the job’s functions require the following physical demands:</p> <ul style="list-style-type: none"> <li>➤ Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull.</li> <li>➤ Ability to lift up to 50 lbs.</li> </ul>

<b>TERMS OF EMPLOYMENT</b>	Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.
<b>PROCEDURE:</b>	<ul style="list-style-type: none"> <li>• Application procedure can be found at <a href="http://www.nsdeagles.org">http://www.nsdeagles.org</a></li> <li>• Click on Job openings</li> <li>• Click on how to apply <ul style="list-style-type: none"> <li>➤ Position opens</li> <li>➤ Position opened until filled</li> <li>➤ Screening &amp; Interviews TBD</li> <li>➤ Position begins as soon as possible</li> </ul> </li> <li>• Note: Employment contingent upon successful clearance of a Washington State Patrol and FBI fingerprint criminal history background check.</li> </ul>

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol & FBI. Employment is conditional based upon completion of the record check.

The Nespelem School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance may be directed to the district's Title IX/RCW 28A.640 Officer and Civil Rights Coordinator- Tanya Bunting and Section 504/ADA Coordinator.

**Nespelem School District, P.O. Box 291, Nespelem, WA 99155. (509) 634-4541.**

**Nespelem School District is an Equal Opportunity Employer**