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| **NESPELEM SCHOOL DISTRICT**    **Pre-School Coordinator** | |
| **POSITION**  **SUMMARY:** | **Classified Position (PSE)**  **8.75 Hrs. per Day / 4 Days per Week / Full-time**  **Salary Range: $19.42 - $27.81** |
| **SUPERVISOR:** | Superintendent / Principal |
| **ESSENTIAL**  **FUNCTIONS:** | The position of Pre-School Coordinator is responsible for the development and continuous improvement for a quality instructional program and productive learning environment to promote quality education for all students.   * Facilitate the Pre-School program. * Responsible for the preparation of instructional materials. * Instruct students individually and in groups. * Conduct program – related testing. * Provide students with instructional support to meet goals and objectives. * Encourage student–use of problem solving and interpersonal skills, and personal self-discipline. * Assist and gather information for student assessments, parent conferences and report cards. * Assist in completing annual inventory of supplies and equipment in accordance with District policies. * Remain up to date on District emergency procedures. * Maintain First Aid and CPR Certification. * Assist the administration in enforcing rules governing students’ activities and conduct throughout the school. * Attend District meetings as requested. * Other assignments as needed and / or deemed necessary by the Building Principal. |
| **QUALIFICATIONS:** | * 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 * Associate’s degree OR * Pass the ETS ParaPro Assessment test. * Experience working with P-12 students. * Knowledge of reading instruction and literacy preferred. * First Aid/CPR card or ability to obtain. * Ability to follow directions with a minimum of supervision. * Attendance and punctuality are important functions of this job. * Use effective oral and written communication skills. * Listen and react professionally. * Give and take directions. * Demonstrate conflict resolution and problem-solving abilities. * Work in noisy and crowded environments. * Remain flexible to changes in assignments or situations. * Maintain accurate records. * Experience with the use of a computer to complete work order systems and other work related functions. * Establish and maintain effective working relationships with students, staff, parent, and community. * Maintain a high level of ethical behavior and confidentiality of information about students and staff. |
| **WORKING**  **CONDITIONS &**  **PHYSICAL**  **REQUIREMENTS:** | 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.  The usual and customary methods of performing the job’s functions require the following physical demands:   * Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull. * Ability to lift up to 50 lbs. |

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| **TERMS OF**  **EMPLOYMENT** | Employment contingent upon successful clearance of a Washington State Patrol, FBI  fingerprint criminal history background check, and Sexual Misconduct background check. |
| **PROCEDURE:** | * Application procedure can be found at <http://www.nsdeagles.org> * Click on Job openings * Click on how to apply   + - Position opens     - Position opened until filled     - Screening & Interviews TBD     - Position begins as soon as possible * Note: Employment contingent upon successful clearance of a Washington State Patrol and FBI fingerprint criminal history background check. |
| 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 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** | |