

KENNEWICK SCHOOL DISTRICT

524 S. Auburn St., Kennewick WA 99336 222-5013/FAX 222-5051/Job Line 222-5011/ www.ksd.org

CLASSIFIED POSITION OPEN - PLEASE POST

(Paraeducator Bargaining Unit)

OPENING DATE: October 14, 2008 CLOSING DATE: October 21, 2008 (4:00 pm)
or until filled

POSITION: #2331 Paraeducator/ Bilingual

Bilingual/Biliterate English/Spanish Skills Required. AA Degree or Equivalent required.

LOCATION: WESTGATE ELEMENTARY SCHOOL

HOURS: 6.25 hours per school day / 180 School days/year/ 8:15am-3:00pm

JOB DESCRIPTION: The paraeducator in this position will assist with classroom instruction in bilingual and regular classrooms, participate in assessment, assist with preparation of materials, act as interpreter/translator, perform recess and crosswalk duty, and perform other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. High school graduate; AA degree or equivalent required. A transcript must be provided within thirty (30) days of hire.
2. Bilingual/Biliterate English/Spanish skills REQUIRED. Must read, write and speak English and Spanish. (There will be an oral and written assessment of Spanish and English language.)
3. Evidence of recent successful experience working with students of diverse ethnic background.
4. Ability to relate effectively with children in a bilingual/bicultural setting.
5. Demonstrated knowledge of second language acquisition and effective ESL strategies and methods.
6. Evidence of ability to follow directions from supervising teacher and carry out prescribed instructional management program.
7. Evidence of ability to model appropriate behaviors and consistent intervention procedures with students.
8. Positive recommendations and performance evaluations from current supervisors.
9. Flexible and able to work in a team situation.
10. Evidence of ability to use office equipment including keyboarding and data processing using a computer.
11. Willingness to supervise children on the playground with knowledge of appropriate games and activities for young children.
12. Evidence of excellent attendance, punctuality, and dependability; evidence of ability to be self-disciplined and a self-starter.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES: The paraeducator in this position will:

1. Assist with instruction as directed by certificated staff using developmentally appropriate activities.
2. Participate in assessment activities.
3. Prepare instructional materials as requested.
4. Participate in staff inservice training, meetings.
5. Maintain records as necessary for efficient procedures and evaluation.
6. Maintain professionalism by being confidential with all school-related information.
7. Act as interpreter/translator for conferences, parent meetings and written communications.
8. Assist with recess duty/student supervision as assigned.

JOB RESPONSIBILITIES (CONTINUED ON BACK)

POSITION: # 2331 PARAEDUCATOR/ BILINGUAL

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES (Continued)

9. Perform crosswalk duties as assigned.
10. Work with small groups of students in reading skills.
11. Implement the requirements of IDEA Section 504, and ADA in the education of students with disabilities.
12. Assist in supervision and control of students in order to promote a safe, orderly, positive learning climate.
13. Perform all other related duties as assigned by the principal/supervisor.
14. Perform all duties of the position within the scope of Kennewick School District policies and procedures, including regular attendance and punctuality.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to successfully perform 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 and sit, use hands to type, finger, handle, or feel; and reach with hands and arm, manually keyboard, and talk/hear conversations and other sounds. The employee must be able to lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. The employee may be required to move physically quickly while performing student supervision duties.

2. The noise level in this work environment is moderate. While performing the duties of this job, the employee may be assigned to work in outside weather conditions, and may be exposed to weather extremes, including wet and/or humid conditions.

3. Completion of Worker's Safety Training CD/Bloodborne Pathogens Training is a required condition of employment.

APPLICATION PROCEDURE: All applicants must have a completed district application and applicant disclosure form on file in the Human Resources Office along with a current resume. All in district applicants must submit their interest for this position in writing. People of disability may request reasonable accommodation in the hiring process by contacting Betsy Dickinson, Classified Human Resources Manager, at 222-5013. Federal/State criminal history background clearance will be required. Employment is contingent upon satisfactory verification. Kennewick School District is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, sexual orientation, including gender identity, national origin, gender, or disability. This holds true for all employment opportunities. Inquiries regarding compliance procedure may be directed to the school district's Title IX Officer, Asst. Superintendent for Human Resources Director, Beverly Johnson-Torelli, at 524 S. Auburn, Kennewick, WA 99336.