

*Invest in your career and contribute to your community!*

## SPECIAL EDUCATION PARAEDUCATOR CENTERVILLE SCHOOL DISTRICT

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<b>REASON FOR VACANCY:</b>	Replacement
<b>PREFERRED START DATE:</b>	As Soon As Possible
<b>LOCATION:</b>	Centerville School District
<b>APPLICATION DEADLINE:</b>	Open Until Filled
<b>INTERVIEWS:</b>	As Completed Applications Are Received

### *Application Procedure*

The following five items **must** be submitted to be considered for this position:

1. Letter of interest
2. Application for classified employment
3. Up-to-date resumé
4. Copies of official transcripts/Praxis test/certifications.
5. Names and contact information of three professional references that can speak to your qualifications.

Educational Service District 112 enables school districts to concentrate more time, money and energy on student learning. Headquartered in Vancouver, ESD 112 provides local and regional cooperative programs and services to school districts and communities in the six counties of Southwest Washington. ESD 112 was established by the Legislature in 1969 as one of nine regional educational service centers to work in partnership with local communities and school districts to provide support services for student instruction, professional development for staff, and technical assistance in the administration of schools. The agency offers more than 250 cooperatives and services ranging from interactive telecommunications to the child care network. There are 30 school districts, 23 private schools and two state schools serving 100,000 students and 15,000 school employees who benefit from ESD services.

### *For Application Information Contact*

Educational Service District 112  
Human Resources Department  
2500 NE 65th Avenue  
Vancouver, WA 98661  
(360) 750-7503 or (360) 750-7508 or 1-800-775-7142  
[www.esd112.org](http://www.esd112.org)

No employee or applicant for employment shall be subjected to discrimination because of race, color, religion, national origin, sex, age, disability or sexual orientation. Educational Service District 112 complies with the Immigration Reform and Control Act of 1985 (IRCA) as amended, and the Americans with Disabilities Act (ADA) of 1991. All ESD112 job offers are contingent on the satisfactory completion of a criminal background check. Inquiries regarding compliance and/or grievance procedures may be directed to the Director for Human Resources, (360) 750-7503.

# *Position* DESCRIPTION

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## SPECIAL EDUCATION PARAEDUCATOR

### ***General Responsibilities:***

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Reporting directly to the Special Education Teacher, the Special Education Paraeducator is responsible for supporting and assisting students with disabilities in various school settings. The Special Education Paraeducator assists the Special Education Teacher with lesson plan preparation; one-on-one and small group instruction; classroom management; student observation and assessment; and communication with parents and staff.

### ***Essential Functions:***

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1. Assist the Special Education Teacher with lesson plan preparation; one-on-one and small group instruction; classroom management; student observation and assessment; and communication with parents and staff in a variety of school settings.
2. Supervise students.
3. Collect data and report student progress.
4. Maintain accurate data collection records.
5. Communicate with staff and parents as instructed by the Special Education Teacher.
6. Provide positive behavior management support.
7. Attend to the physical needs of students, including moving and positioning students and assisting with personal hygiene needs.
8. Participate regularly in staff meetings, inservice programs, workshops and seminars.
9. Participate as a member of the education team. May attend parent conferences.

### ***Other Functions:***

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1. Other duties as assigned.

### ***Minimum Qualifications:***

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1. Associate's Degree or the comparable equivalence (i.e. 48 sem./72 quarter credits) from an accredited college or university; or passing score of 461 on the ParaPro Assessment.

### ***Preferred Qualifications and Skills:***

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1. Experience in special education classroom setting.
2. Knowledge of programs and services for individuals with disabilities.

### ***Working Conditions/Physical Requirements:***

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1. Classroom setting, may move from classroom to classroom to provide services.
2. Provide assistance and attend to the physical needs of students including moving and positioning students and assisting with personal hygiene needs, including but not limited to: tube feeding, catheterization, changing diapers, toileting.
3. Sit, stand, stoop to attend to student's needs and to provide instruction.
4. Ability to move up to 50 lbs. according to established procedures.
5. Provide extended school year (ESY) services to special education students as needed for Special Education Cooperative.
6. Within three years of employment meet Washington State Core Competencies for paraeducators as defined in WAC 392-172-200 (3).

### ***Employment Requirements - ESD job offer is contingent upon satisfying the following:***

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1. Successful completion of a criminal history fingerprint check through the Washington State Patrol and FBI.
2. Travel within ESD 112 region for meetings and trainings.

***Employment Information***

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LOCATION: Centerville School District

DEPT: Specialized Student Services

ASSIGNMENT: 30 Hrs / Week, School Year Schedule

PROGRAM: Special Education Co-op

SALARY RANGE: Step I \$13.37 an hour

FLSA: NON-EXEMPT