## CLASSIFIED EMPLOYMENT OPPORTUNITY

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<th>Job #:</th>
<th>2016-300</th>
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<td>06/08/2016</td>
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<td>Closing Date:</td>
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<td>Screening Date of Completed Files:</td>
<td>On or after 06/22/2016</td>
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<td>Accepting Applications From:</td>
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### Position:
Para-Educator – One on One with Special Needs Student Preschool

### Employment Status:
- 4 hours per day, Position works only on preschool student days
- 135 student days plus 10 paid holidays

### Salary:
PSE Para-educator salary schedule

### Minimum Qualifications:
- High school diploma or equivalent
- Meet paraprofessional highly qualified requirements
- Must be able to work both independently and under supervision with children with disabilities and be able to understand and follow oral and written instruction
- Willingness to receive further training in all aspects related to the position
- Must possess independent decision making skills and prioritize multiple tasks
- Must possess good communication skills, both verbal and interpersonal
- Must possess computer skills
- Must possess good judgment and critical thinking abilities
- Must be committed to serving a diverse clientele
- Must display initiative, ability to learn, flexibility, integrity, and self discipline
- The individual must be friendly, patient, personable and must effectively work with students
- Treat student information in a confidential manner
- Embraces the educational philosophy that all children can learn and inspire confidence in children and youth
- Ability to understand and apply school district rules, regulations, procedures and policies
- Ability to establish and maintain effective working relations with children, parents, teachers, co-workers and administrators
- Ability to lift up to 50 pounds and handle non-ambulatory students if required.
- Possess or willingness to obtain Right Response training
- Possess physical abilities to follow and anticipate the movement of the student
- Ability to remain calm in stressful situations
- Possess knowledge, or willingness to obtain, training in autism
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### Preferred Qualifications:
- Previous experience working with students with moderate physical and/or cognitive disabilities and/or behavior challenges and/or social/emotional issues
- Previous experience working with elementary school aged children
Special Requirements:
• Fingerprints (successful WSP and FBI clearance)
• Proof of Immunization (if born 1/1/57 or later)
• I-9 Employment Eligibility (citizen or legal alien status)
• Current CPR/First Aid card or willingness to seek training
• HIV/HBV Training (district will provide but must be obtained within 60 days of employment)
• Harassment Prevention Training (district will provide but must be obtained within 60 days of employment)

General Job Summary:
Assignment is a student specific, one on one aide with a preschool student. Aide will assist student with developmental needs and be a member of a supportive IEP team including family and current school staff.

Duties and Responsibilities:
This list of duties and responsibilities is not exhaustive and may be supplemented as necessary.
• Work under the immediate supervision of the programs teacher
• Basic supervision and safety in classroom, at recess, and entering and leaving school. Possible bus supervision needed also
• Toileting assistance and diaper changing
• Feeding assistance (student currently has a feeding tube. Training provided.) Also encourage/assist with oral feeding at meal time
• Help student participate in classroom activities
• Help student manage therapy sessions for speech and occupational therapy
• Work with team to create, implement, monitor, and revise any behavior plan
• Communicate with teaching team and parents about student progress and needs via a notebook or other methods
• Manage any clothing changes is needed
• Work under the direction of the special programs teacher, work individually with identified student in IEP goals/objectives and assist with medical needs
• Assist assigned students with specially designed instruction during regular education classroom participation. Participate in meetings with regular education and special education teachers
• Perform supportive tasks for the regular education classroom teacher by working with students with special needs as determined appropriate by the special programs teacher
• During whole class activities, monitor performance and need for assistance of identified students and intervene as directed by classroom teacher
• Carry out behavior modification techniques addressing inappropriate behavior of identified students
• Other duties as assigned by the program teachers or school administrator

Working Conditions:
Work is typically performed in and around a classroom student learning environment; may be exposed to childhood diseases; may be required to sit for prolonged periods of time; may be required to lift; may experience a multitude of demands and changing priorities. Class lasts for 3.5 hours (8-11:30 or 12-3:30) Gett messy, loud noises, and other hazards of working with children are present. Must be able to lift, (under 50 pounds)

How to Apply:
In-District staff need only submit a letter of interest for this position. However, a full application is always recommended for best consideration.

Applications materials are available on our website at www.lcsd.wednet.edu. Refer to the Applicant Letter for specific instructions for the application process. All required documents must be received by the closing day and time of the posting in order to be considered.

Applications and all required supplementary documentation must be received by 4:00pm on the closing date of the position. The district office will be closed the week of 8/3-8/7. Please mail application via USPS or hand deliver on an open business day.
Selection Process:

Screening of completed application files will be conducted on or after the screening date. Applications will be screened and candidates will be notified of interview and testing appointments if applicable.

La Conner School District complies with all federal and Washington State rules and regulations and does not discriminate on the basis of race, color, creed, national origin, families with children, sex, marital status, sexual orientation, age, Vietnam-era or disabled Veteran status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. Applications from all groups are encouraged. Inquiries regarding compliance and/or grievance procedures may be directed to the Title IX/RCW 28A.640 and Affirmative Action Officer and/or the Section 504 Coordinator and ADA Coordinator at 305 N 6th Street – PO Box 2103 – La Conner, WA 98257.

La Conner School District is a drug, alcohol, tobacco and weapon-free workplace.

La Conner School District is an Equal Opportunity Employer.