Job Title: Paraeducator – Office Support

Job Summary:
Under the direction and supervision of the building principal or designee, the paraeducator will assist in instruction, teach, motivate, inspire, monitor and assess students, as well as performing office support duties. This paraeducator will promote a high quality education program that reflects the Washington State Standards.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Assist the building secretary with office duties as assigned.
- Collect money from students and/or parents.
- Responsible for attendance data input and court documents.
- Will utilize district software programs, including; Skyward, Word, Excel and SMI.
- Maintain appropriate student, and other records as directed.
- Manage student behavior in the classroom by invoking approved disciplinary procedures.
- Maintain and promote own personal professional growth through appropriate coursework, workshops, reading of professional materials, etc.
- Refer concerns for safety, health, and discipline to the supervising teacher or principal.
- Ability to respond appropriately to aggressive and physical behaviors.
- May need to attend to personal care of students.
- Monitor student activities in the cafeteria, outside playground and other areas as assigned.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.

Desired Skills:
- Substantial office experience requiring competency with computer data base systems, especially Skyward, Microsoft Office, and email system.
- Demonstrated effectiveness in using computer technologies to manage building functions.
Demonstrates classroom management procedures that provide for large and small groups, and individuals, and provides an environment conducive to learning.

- Enthusiastic and displays an overall optimism and motivation toward teaching and student learning.
- Gains the respect and confidence of students, parents, and staff through modeling appropriate demeanor, behavior, and attire.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Relates positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds.
- Ability to demonstrate a thorough understanding of the instructional/learning process and effective teaching strategies.
- Willingness and commitment to participate in professional collaboration and student supervision.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

**Minimum Qualifications:**

- All paraeducators must have completed the ETS Praxis, or obtained an AA Degree, or have earned 72 quarter/48 semester credits, or have completed a registered apprenticeship program prior to applying for a paraeducator position in the East Valley School District. (documentation required at time of application).
- High School Diploma/GED (documentation required at time of application)
- Required to have a current First Aid/CPR card.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility.
- Proof of Immunization (if born 1/1/57 or later).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days from hire date.

**Work Environment:**
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the
work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

**Evaluation:**
The Paraeducator shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and building principal. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

**Classification History:**
Job description developed: August 2015 mmr
Job description revised: July 2017 lme

East Valley 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. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.