

Paraprofessional

Purpose Statement

The job of Paraprofessional is done for the purpose/s of assisting in the supervision and instruction of students, under the supervision of a certificated teacher, working with individual and/or small groups of students in a classroom, monitoring students in a variety of different setting e.g. classroom, playground, cafeteria, library, etc. and providing clerical support to teacher.

Application Due: In district November 23, 2018; out of district November 30, 2018; open until filled

Anticipated Hire:

Salary Range: \$14.70 to \$19.29 **Working Days:** 5 **Hours Per Day:** 6.5

Position Location: Grandview High School

Application Procedure

In district employees must submit letter of interest to the Grandview School District Office at 913 West Second Street, Grandview WA 98930 or to fledesma@gsd200.org. Out of district employees must submit a letter of interest and have on file or complete a District Application, along with a resume', verification of High School/GED or Advanced Degree, and three letters of recommendation to the Grandview School District Office at 913 West Second Street, Grandview WA 98930. Open to in and out of district applicants. Classified applications are available online at www.gsd200.org or at the District office (509) 882-8500.

Selection Process

This position is temporary through November 16, 2019. Must meet the minimum requirement for a paraprofessional (Hold an associates of arts degree, have earned 72 quarter credits or 48 semester credits at an institution of higher learning or have passed the state paraeducator assessment). PSE bargained position.

For more information contact: Faviola Ledesma Reference Control Number: 11/16/18

Phone: 509-882-8500 Fax: 509-882-2029

Email: fledesma@gsd200.org

Essential Functions

- Administers tests for the purpose of assisting the teacher in evaluating students progress.
- Assists students, individually or in small groups, with lesson assignments (e.g. listen to students reading, phonics, spelling, daily math, language, numbers, letters, etc.) for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.
- Implements instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Instructs students (e.g. reading, math, spelling, language, etc.) for the purpose of implementing lessons under the direction of a certified teacher.
- Maintains classroom equipment, work area, students files/records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, audio visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.

- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, cafeteria, library, halls, to/from bus, preschool, alternative programs, in-house detention, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, phone calls, translating, scheduling activities, etc.) for the purpose of supporting the teacher and/or providing necessary records/materials.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.

Other Functions

- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

72 quarter college credits, or an AA degree, or be able to demonstrate college level skills in spelling, reading, writing and math by passing a proficiency test

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Salary Grade

The following policies have been adopted and are reflected in our employment practices:

Grandview School District does not discriminate in any programs or activities, to include employment, on the basis of sex, race, creed, color, religion, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The Grandview School District provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Shawnta DiFalco, Director of Special Programs and Title IX/Civil Rights/ADA/504 Compliance Coordinator, 913 W. 2nd Street, Grandview, WA, 98930, (509)882-8507, smdifalco@gsd200.org.