

THORP SCHOOL DISTRICT #400

P.O. BOX 150
THORP, WA 98946

POSITION DESCRIPTION CLASSIFIED

POSITION: PARA-EDUCATOR SUBSTITUTE

HOURS PER DAY: Varied

PRIMARY RESPONSIBILITIES:

The primary purpose of this position is to support learning for identified special education students under the direction of a certificated staff member. Responsibilities may include some or all of the following: tutoring students, providing small group instruction, implementing behavior management systems, recording student progress data, administering tests and performing clerical duties.

ESSENTIAL FUNCTIONS:

1. Provide instruction as directed by certificated teachers to individual or small groups of students in a variety of settings.
2. Oversee student behavior in a classroom, resource room, or other learning area. Act as a model to demonstrate appropriate behavior, reinforce positive behaviors, discipline students as authorized.
3. Maintain special education student records; complete required forms and documentation.
4. Communicate with classroom teacher or assigned supervisor and other staff concerning student activities, goal, progress and program planning; assist in planning and adapting instructional materials and activities for use with special education students.
5. Assist students with adaptive equipment/assistive technology; tutor students in use of equipment. Carry out therapy programs set up by therapist for students with disabilities. Follow a prescribed procedure or routine as delegated by a certificated or licensed staff member.
6. May supervise students on playground in wind, rain and/or snow, in gymnasium, and/or during lunch periods.
7. Perform related duties consistent with the scope and intent of the position.

MINIMUM REQUIREMENTS:

1. AA degree or have completed training to meet the Washington State Para-Educator Core Competencies #1 – 14 preferred.
2. Ability to lift students up to 50 lbs. Employee is frequently required to talk, hear, stand, walk, sit, or use hands and fingers, and is occasionally required to push, climb, balance, stoop, kneel, crouch or crawl.
3. Possess current First Aid and CPR certification.
4. Possess current Washington State driver's license.
5. Previous instructional assistant experience preferred.
6. Ability to maintain confidentiality.
7. Ability to interact positively with students and maintain awareness of individual student emotional and physical needs; discuss identified concerns with classroom teacher and/or other staff members

(OVER)

THORP SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Thorp School District complies with all federal and state laws and regulations and does not discriminate in any programs, activities, employment or opportunities 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. Inquiries regarding compliance and grievance procedures should be directed to the school district's Title IX Compliance Coordinator or the Section 504/ADA Coordinator for issues related to disabilities: Dr. Linda Martin, Thorp School District #400, P.O. Box 150, Thorp, WA 98946; 509-964-2107.