

THORP SCHOOL DISTRICT #400

P.O. BOX 150 THORP,
WA 98946

POSITION OPEN ANNOUNCEMENT

Position Open Until Filled.

POSITION: **PARA-EDUCATOR**

HOURS PER DAY: Mon-Thur 8 am to 3 pm
Fri 8 am to 1:30 pm

STARTING PAY: \$17.63 – \$21.54 DOE

OPEN TO DISTRICT EMPLOYEE: 5/22/2023

OPEN TO PUBLIC: 5/29/2023

CONTACT PERSON: Brenda McKee, Business/HR Director

PHONE: 509-964-2107

E-MAIL: mckeeb@thorpschools.org

FAX: 509-964-2313

POSITION DESCRIPTION

Classified

PRIMARY RESPONSIBILITIES:

The primary purpose of this position is to support learning for secondary and elementary 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 which could include Special Education.
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. May 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. Collect data on student academic and social emotional progress.
8. May transport students(s) to/from school using district vehicle.
9. Perform related duties consistent with the scope and intent of the position.
10. Maintain confidentiality.
11. Other duties as assigned.

MINIMUM REQUIREMENTS:

1. AA degree or have completed training to meet the Washington State Para-Educator Core Competencies #

1 – 14. Must meet state requirements to be considered highly qualified.

2. Ability to lift and position 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 or acquire within 60 days of hire.
4. Possess current Washington State driver's license; ability to obtain Type II license (training provided).
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.
8. May be required to complete training in therapeutic behavior or other specialized training.

APPLICATION PROCEDURES:

Current employees: Please submit a letter of interest by May 29, 2023

Public interest: Please submit a cover letter responsive to the position with a completed application and resume to Human Resources, P.O. Box 150, Thorp, WA 98946.

THORP SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The Thorp 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 employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Civil

Rights Coordinator, and Section 504 Compliance Coordinator Mel Blair, (509) 964-7139, PO Box 150, 10831 N Thorp Hwy, Thorp, WA, 98946,
blairm@thorpschools.org.