

Evaline School Paraprofessional 24-25

Elementary Instructional Paraprofessional:

Posting Date: 10/9/2024

Closing Date: Open until filled

Hours: Approximately 6.5 hours per day

Pay Rate: \$18.29- \$20.68 D.O.E.

Begin Date: immediately

JOB SUMMARY:

Paraprofessionals collaborate with administration and staff to provide supervision and instruction to a variety of students in a variety of settings.

Required Qualifications:

- Associates' Degree or 72 quarter college credits or have passed the ETS
- Ability to obtain a Criminal Justice fingerprint clearance
- Demonstrated ability to communicate effectively, possess awareness (for self and others), listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Ability to support the District's vision, mission, and goals including the belief that all students can succeed
- Demonstrated ability to maintain a positive attitude
- Ability to maintain timely and professional lines of communication with students, families, staff, and building administration
- Ability to create organizational systems and to flexibly respond to changing student needs, meet deadlines, and multi-task when necessary
- Ability to function in a calm, efficient, courteous manner under stress and exercise careful judgment, confidentiality, and tact in the performance of duties
- Ability to maintain strict confidentiality, work effectively under pressure, and maintain professional relationships with students, co-workers, and administration
- Ability to work independently
- Ability to perform the essential functions of the position with or without reasonable accommodations

Preferred Qualifications:

- Positive experience working with adolescents
- Experience working in TK-6 setting
- Washington Food Worker Card preferred.
- Right Response certification preferred.

Essential Functions for this Position:

- Communicates clearly, accurately, concisely, and professionally
- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives
- Assists teachers for the purpose of implementing lesson plans
- Monitors students in a variety of settings and activities to ensure a safe and positive learning environment
- Provides individual and/or small group instruction to students based on direction from teachers or administrators
- Performs record keeping and basic clerical functions to support the building and other staff
- Attends various meetings to support students
- Listens to student concerns to determine if appropriate action or referral to other staff is needed
- Maintains the physical appearance of work areas to provide an educationally stimulating environment
- Attends trainings as directed or appropriate
- Other duties as assigned

SALARY:

- \$18.29- \$20.68 hourly, Depending on experience
- Work schedule: 6.5 hours per day/191 days 8:15 am to 3:15 pm with ½ hour lunch break
- Benefits:
- 8 paid holidays; sick leave and personal leave; health benefits through the [School Employees' Benefits Board](#) including medical, dental, vision, life insurance, and long-term disability insurance; State retirement through [DRS](#)

APPLICATION PROCEDURE:

Anyone interested in this position should apply through www.edjobsnw.org AND submit a letter of interest to Christina Bradshaw, cbradshaw@evalinesd.k12.wa.us

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.				X	
Lift/push/pull/carry objects 11-20 lbs.				X	
Lift/push/pull/carry objects 21+ lbs.			X		
Standing up to one hour at a time				X	
Standing up to two hours at a time				X	
Standing for more than two hours at a time				X	
Stooping and bending					X
Ability to reach and grasp objects					X
Manual dexterity or fine motor skills					X
Ability to communicate orally					X
Ability to hear					X
Proofreading and checking documents for accuracy					X
Using a computer and computer software				X	
Using various technology tools				X	
Working in a normal office environment with few physical discomforts			X		
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				X	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions			X		
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	X				
Operating automobile, vehicle or van	X				