

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Classified

Posting Dates: July 23 – 29, 2008

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
This position is for the 2008-2009 School Year		
Paraeducator 1:1 – Preschool	3 hpd/180 days (Tuesday – Friday mornings)	McKenny
<i>Salary: OPA Salary Schedule: \$11.40 - \$14.38 per hour</i>		

Purpose Statement/s: The job of "Paraeducator - Special Ed Preschool" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of special education students; relieving teachers of routine clerical tasks; and assisting students by providing for special health care needs.

Essential Job Functions:

- **Adapts** classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- **Administers** first aid and medical assistance (e.g. tube feeding to students) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- **Assists** teachers and parents for the purpose of implementing lesson plans and/or developing student's daily living and behavioral skills.
- **Maintains** classroom equipment, student's files/records as pertains to special education files/records for the purpose of ensuring a safe and appropriate learning environment.
- **Monitors** individual students, classroom and/or playground activities for the purpose of maintaining a safe and positive learning environment. Must implement prescribed behavior program including interventions for hitting, spitting, kicking, etc.
- **Performs** record keeping and basic clerical functions, scheduling, copying etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Confers** with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of student's progress and/or implementing student's objectives.
- **Participates** in various meetings for the purpose of sharing information and/or improving ones skills/knowledge.
- **Works** closely with special education and regular classroom teacher and do recess duty twice daily.

Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience, paid or volunteer, with school age children. Knowledge of sign language is desirable.

- **Skills, Knowledge and/or Abilities Required:**

Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in both written and verbal form, and use correct grammar, punctuation and spelling. Provide for special health care needs of students including personal hygiene and toileting assistance.

Knowledge of the principles of child development, instructional processes

Ability to perform moderates lifting (75-100 lbs.) on a regular basis.

Abilities to understand and address students with special needs, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include lifting, stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance.
- **Other:** First Aid and Cardiopulmonary Resuscitation Certificates may be required.

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Beth Scouller, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.