

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Classified

Posting Dates: May 11 – 17, 2021

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 at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Paraeducator – Montessori	4.0 hpd/180 Days (Plus 9 paid holidays)	ORLA
<i>*3 positions available* Positions will begin employment in the 2021-22 school year. Knowledge of Montessori and experience working in a multi-grade classroom preferred.</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: OPA Salary Schedule – \$19.05 - \$22.48		

Purpose Statement/s: The job of "Paraeducator - Montessori Classroom" is done for the purpose of working directly with students (under the supervision of a certificated teacher) assisting in the supervision and instruction of students in a Montessori classroom setting, and relieving teachers of routine clerical tasks. Provides student supervision, before/after school and during lunch/recess.

Essential Job Functions:

- **Assists** teachers, working directly with students for the purpose of implementing lesson plans.
- **Determines** the need for, and **initiates** support of students in their academic work based on paraeducator observation.
- **Maintains** classroom equipment, student's files, records, etc. for the purpose of ensuring availability of items as may be required.
- **Monitors** individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment.
- **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:

- **Administers** tests for the purpose of assisting teacher in evaluating students' progress.
- **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 students' progress and/or implementing of students' objectives.
- **Participates** in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.

Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience working with school age children in large and small groups. Demonstrated ability to independently determine student need for academic assistance/support, and to initiate the assistance/support. Prior Montessori classroom experience, preferable.
- **Skills, Knowledge and/or Abilities Required:**

Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling.

Knowledge of principles of child development, instructional processes, and Montessori philosophy/methodology.

Abilities to sit and/or stand for prolonged periods, 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 Montessori instruction. Significant physical abilities include reaching/handling, bending, kneeling, talking/hearing conversations, near/far visual acuity.
- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance.

Application Procedure for out of district candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia 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. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

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 or are in need of translation services 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.