



Oroville School District

816 Juniper Street Oroville, WA 98844
Fax: (509) 476-2190 Phone: (509) 476-2281

ELL ELEMENTARY PARAEDUCATOR

Reports to: Elementary Principal, Special Education Director

Building: Elementary

Hours/Days: 6.5 hrs per day/180 days a year

Salary: \$18.98 - \$24.14

Union Position: Yes

Benefits: Health insurance benefits for employees working 630 hours or more per year include medical, dental, vision, life and long-term disability plans through the School Employees Benefits Board (SEBB). Retirement benefits are provided through the WA State Department of Retirement Systems (DRS) Sick, and Personal leave and Employee Assistance Program (EAP)

JOB SUMMARY:

Assist the ELD teacher and classroom teachers with the diverse instructional needs of students. Performs instructional tasks as outlined by ELD teacher using student learning plans, delivery of the curriculum, recognizing the critical role that differentiated and supplemental instruction play in enabling all students to gain knowledge, skills, and an enthusiasm for learning. Assists in individual and group activities, reinforcing instruction motivating students facilitating classroom management, and working closely with teachers and other staff on behalf of students to support the delivery of instruction at the Pre-K-elementary, and/or secondary grade levels. Must be able to perform any and all listed duties independently which may vary based upon assignments. Assists teachers by performing a variety of tasks that promote accelerated student achievement and well-being for all school groups (i.e. English learners early childhood, special education, and/or Title programs).

JOB ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrate effectiveness in working with students and families from diverse racial, cultural, economic, and linguistic backgrounds
- Under the direction of the ELD certificated teacher, provides instruction to individual or small groups of limited or non-English speaking students
- Provide targeted English Language interventions to small groups of students using research-based strategies and resources.
- Ability to instruct students individually, or in small groups, to meet their learning needs.
- Work with the bilingual teacher and other paraprofessionals to prepare supplementary instructional activities.
- Support English Language acquisition through the use of GLAD strategies
- Manage and maintain all necessary record keeping to monitor students' progress toward meeting ELD goals, such as use of student learning plan, etc.
- Attend training on and proctor standardized testing (WIDA).
- Collaborate with classroom teacher, interventionist, resource room teacher, paraprofessionals, student leadership staff, counselors and principal to identify academic and social emotional needs of students, to set learning goals and targets, and to problem solve with teachers to develop best practices for continuous academic growth of students.
- Maintain positive interpersonal skills necessary to work with students, parents, staff and community in a positive, effective manner to promote student and program success
- Demonstrates ethical behavior and confidentiality of information about students in school environments and the community
- Build effective relationships with parents and students through regular communication
- Provides the best opportunity for every individual student to reach his/her maximum potential.
- Attends to student's physical and safety needs.
- Corrects behaviors and maintains discipline according to established policies and procedures.
- Establishes and maintains productive, collaborative relationships with students, staff, and families
- Maintains a positive, professional, and confidential educational environment at all times.
- Ability to work effectively in a team environment.

- Flexibility and a willingness to undertake a variety of tasks
- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members that contributes to the overall public relations of the School District.
- Provide encouragement and positive reinforcement when students have met their individual academic and behavioral goals.

PROFESSIONAL RESPONSIBILITIES:

- Maintains standards of professional conduct, is a reflective practitioner and seeks opportunities to grow professionally.
- Understands the importance of serving as a role model and advocate for all students.
- Participates in student, staff and professional meetings.
- Understands rights to privacy and demonstrates confidentiality
- Observes and follows all Oroville School District policies and procedures, maintains high levels of professionalism and commitment through punctuality and daily attendance
- Performs all duties as assigned
- Assist in the instruction of career and college ready curriculum in content and advisory format

OTHER IMPORTANT SKILLS AND ABILITIES:

- Excellent communication skills with youth and adults
- Deep reservoir of patience
- Ability to remain calm and clear-headed under pressure
- Understands emotional needs and limits of self and at-risk youth
- Knows and practices stress and anger reduction techniques
- Knows and understands group and individual problem-solving techniques
- Understands elements of group dynamics
- Understands cultural and poverty issues with regards to individuals and families.
- True sense of caring for the success and needs of youth
- Sense of humor, reflective and positive
- Solution minded
- Commands a belief that all students can learn at high levels
- Complies with the notion that failure is not an option
- Can balance professional and personal demands and activities on time
- Deal with students in a positive and confident manner;
- Be fair and consistent when working with a culturally, racially and economically diverse student population;
- Adapt to change and remain flexible;
- Organize activities;
- Use necessary equipment, computers, machinery, tools, or software;
- Direct assistants; use non-verbal means of communication
- Deal with specific physical or emotional disabilities and associated conditions, such as, severe behavior disorder;
- Attend to various physical and hygienic needs;
- Establish and maintain effective, positive working relationships with students, parents or guardians, specialists, staff and administrators.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Subject areas appropriate to assignment;
- Effective behavior management techniques;
- Effective instructional techniques;
- Rules and procedures for student safety;

Skills in:

- Proficiency in reading, writing, and oral communications;
- Effective communication with parents or guardians in a culturally, racially and economically diverse community;
- Designing and implementing lesson plans for students having a wide range of achievement;
- Adapting curricula and programs to meet the intellectual, social, physical and emotional needs of a population of special education students.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, hear, (corrected or uncorrected), and sometimes, to sit. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

WORK ENVIRONMENT:

Required to deal with a wide range of student achievement and behavior; required to deal with a range of student disabilities, the nature of which depend upon the program involved; required to handle multiple tasks simultaneously and prioritize; may experience frequent interruptions; may occasionally or regularly deal with distraught or difficult students; potentially exposed to ordinary infectious diseases carried by students; may be potentially exposed to student bodily fluids and serious infectious diseases carried by students; in some positions the necessary and appropriate instructional methods may require specific positions and movements, and sufficient stamina and exertions, to demonstrate techniques properly for student safety, or to conduct or direct students; in some positions precautions may need to be taken to prevent or lessen exposure of self, and/or students to various materials, fumes, equipment, cutting edges or hot surfaces; may be required in some positions to move, position, or lift students or their special equipment, to restrain students, to attend to the personal hygiene of students, or to accompany students outdoors in inclement weather; may teach in a classroom without telephone communication.

MINIMUM EMPLOYMENT REQUIREMENTS:

- Be at least 18 years of age
- Hold a high school diploma **or** its equivalent

In addition, a paraeducator must meet **one** of the following:

- Have received a qualifying score on the Education Testing Service (ETS) paraeducator assessment **or**
- Hold an associate degree or higher from an accredited college or university **or**
- Have earned 72 quarter credits or 48 semester credits at the 100 level or higher at an accredited college or university **or**
- Have completed an apprenticeship as a paraeducator, in a program registered with the Washington State Apprenticeship and Training Council*

JOB REQUIREMENTS UPON HIRING

- Fingerprinting and background check on every employee
- Washington State Patrol and FBI Clearance
- Washington State Sexual Misconduct Disclosure Release

ACKNOWLEDGEMENT

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

EMPLOYEE SIGNATURE: _____ DATE: _____

Employees Printed Name: _____

Oroville 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, gender 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(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator	Title IX officer	Section 504 Coordinator
Jeff Hardesty	Brennon Schweikart	Kelly King
816 Juniper St., Oroville WA 98844	816 Juniper St. Oroville WA 98844	816 Juniper St. Oroville WA 98844
509-476-2281	509-476-2281	509-476-2281
jeff.hardesty@oroville.wednet.edu	brennon.schweikart@oroville.wednet.edu	kelly.king@oroville.wednet.edu

