

POSITION ANNOUNCEMENT (PARAEDUCATOR)

POSTED: 10 June 2025

CLOSES: Upon Selection of Qualified Candidate

TERMS OF EMPLOYMENT

Hours: TBD
Pay: \$19.76 - \$24.23 per hour
Benefits: Medical, Dental, Vision, Retirement, Life, AD&D, LTD
Supervisor: Principal
Start Date: 2025-26 School Year (Date TBD)

QUALIFICATIONS:

1. Possesses a high school diploma and an AA degree, or 72 college credits or has passed the State Paraeducator Assessment
2. Demonstrates a desire to work with children
3. Possesses the ability to understand and apply rules, regulations, policies, and procedures
4. Possesses the ability to inspire confidence in children
5. Possesses the ability to inspire and maintain an effective working relationship with children, parents, teachers, and administrators
6. Possesses the physical ability to sit, stand, and/or stoop to attend to students' needs and to provide instruction inside or outside the building
7. Successfully completes a criminal history and fingerprint check through the Washington State Patrol and FBI

ESSENTIAL JOB FUNCTIONS:

1. Performs clerical and supportive tasks for a classroom teacher
2. Monitors student activities such as drill, practice, research, and organizational planning
3. Monitors test taking
4. Scores tests and records results
5. Maintains files on individual student progress
6. Catalogs equipment and supplies for easy acquisition
7. Prepares teaching aides as assigned
8. Distributes and accounts for materials such as textbooks, equipment, and supplies
9. Maintains discipline and classroom management in the temporary absence of teacher
10. Supervises student recesses and lunch periods
11. Assists in maintaining a neat and orderly room environment
12. Operates audio-visual and computer equipment with efficiency and effectiveness
13. Works with individual students and small groups to strengthen reading and math skills
14. Types and/or reproduces classroom materials
15. Successfully complete all mandatory training
16. Counsel, confer with, and communicate with parents and school/district personnel regarding pupil progress. Consistently conveying rigorous expectations to students and parents
17. Monitor student interactions and nurture cooperation and team building
18. Collaborate with all school staff members
19. Follow and comply with teaching standards and safety regulations

20. Consistently seeking ways to improve
21. Any other duties as assigned

APPLICATION PROCEDURE:

District employees need to submit a letter of interest and an updated resume. Employee candidates applying for a district position who are not currently employed by the district must submit a completed Employee Application and Background Check Form (available on website or at the front office), a letter of interest and a resume. Only application packets that are fully completed will be considered.

The Wahkiakum School District is a Drug & Tobacco Free workplace.

Immigration Reform and Control Act Requirement: New employees will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to RCW 43.43.830 through RCW 43.43.840, new employees will be required to complete a disclosure form indicating any convictions of crimes against persons as listed in the law. In addition, a background check based on fingerprints will be requested from the Washington State Patrol and the Federal Bureau of Investigation.

Job Sharing: Pursuant to RCW 28A.405.070, the district will accept applications from individuals wishing to share a position.

NOTICE OF NONDISCRIMINATION

Wahkiakum School District is an Equal Opportunity district in education programs, activities, services, and employment. Wahkiakum School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, genetic information, disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the following district employees, located at 500 S 3rd St, Cathlamet, WA 98612, who have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator, Section 504/ADA Coordinator, Civil Rights Compliance Coordinator

Patti Phillips, HR

(360)795-3971

pphillips@wahksd.k12.wa.us