

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, GENERAL, LEVEL II, ELEMENTARY

REPORTS TO: Principal/Program Supervisor, or designee

RESPONSIBILITIES:

1. Perform all instructional assistant level I duties.
2. Assist with physical care of students, first aid, and dispensing of medication.
3. Classify, sort, and file correspondence or other data; collate and assemble printed matter.
4. Provide coverage for secretaries as needed.
5. Duplicate and/or photocopy forms, reports, instructional materials, etc., as designated.
6. Assist with inventory of supplies, materials, etc., as designated.
7. Maintain files and records as directed.
8. Perform general office and instructional clerical tasks as directed.
9. Under the direction of certificated personnel, assist students individually and in small groups by:
 - a. Tutoring;
 - b. Helping with classroom assignments;
 - c. Guiding independent study and enrichment/remedial work organized by the instructor;
 - d. Supervising and assisting with special student projects;
 - e. Administering, monitoring, and recording tests;
 - f. Monitoring students in the operation of classroom equipment, including computers;
 - g. Correcting student work;
 - h. Supervising on field trips.
10. Perform other related tasks and responsibilities as designated by the principal/program supervisor, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Ability to react quickly and appropriately to visual and/or audible stimuli when supervising children.
3. Ability to type/keyboard forty (40) words per minute.*
4. Working knowledge of basic office procedures and the operation of common office equipment preferred.
5. Demonstrated ability to perform general office tasks.
6. Demonstrated evidence of good habits in job attendance and punctuality.
7. Has, or is willing to obtain, first aid certificate and CPR certificate.
8. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Assist with the instruction and supervision of students under the direction of a certificated staff member;
 - b. Communicate appropriately in both written and oral expression;
 - c. Maintain confidentiality.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

* ***The typing qualification will be used only if the position requires that 25% or more of the time on the job demands this skill.***