

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** PARAEDUCATOR, GENERAL, LEVEL II, MIDDLE SCHOOL

**REPORTS TO:** Building Principal or Designee

**RESPONSIBILITIES:**

1. Assist certificated staff and students through the use of micro-computers and word processors for management and instructional purposes.
2. Provide student supervision as assigned; in building areas, on playground, and bus areas.
3. Assist secretaries in school offices.
4. Perform other related tasks and responsibilities as designated by the principal/program supervisor, or designee.
5. 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. Supervising on field trips.

**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.\*

**QUALIFICATIONS: (Continued)**

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.*