

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: HIGH SCHOOL CULMINATING PROJECT PARAEDUCATOR, LEVEL II

REPORTS TO: Building Principal or Designee

RESPONSIBILITIES:

1. Assist certificated staff in monitoring progress of completion of culminating projects.
2. Keep data base record of interactions and dates of completion of culminating projects.
3. Assist certificated staff in connecting students and parents with appropriate resources.
4. Schedule appointments for students and parents to meet with certificated staff.
5. Assist in scheduling and organizing community and staff panels for student presentations.
6. Meet with students to determine technology needed to give presentation for completion of culminating project.
7. Under the direction of certificated personnel, assist students individually and in small groups by:
 - a. Tutoring;
 - b. Helping with culminating project assignments;
 - c. Guiding independent study and enrichment work organized by certificated staff;
 - d. Supervising and assisting with special student projects;
 - e. Monitoring students in the operation of classroom equipment, including computers;
 - f. Supervision of field trips.
8. 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 work with high school students individually and in small groups.
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.
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.

August 2006

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