

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, GEAR UP GRANT (Gaining Early Awareness and Readiness for Undergraduate Programs) LITERACY and MATH SUPPORT, LEVEL III

REPORTS TO: School Principal or designee

TERM OF POSITION: Dependent on grant funding – Summer School Positions: 2006 through 2010; School Year Positions: 2006-07 through 2010-11 school years.

The Bellingham School District has been granted a GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) for students who are in 7th grade at Shuksan Middle School during the 2005-06 school year. The GEAR UP program is designed to increase the number of students who are prepared to enter and succeed in postsecondary education. GEAR UP grant supports students beginning in the 7th grade and follows the students through high school. GEAR UP funds also are used to provide college scholarships to low-income students.

RESPONSIBILITIES:

1. Assist teachers with instruction in a wide variety of academic and social learning objectives and independently implement small-group learning activities.
2. Assist in creating an effective climate for learning.
3. Assist students in maintaining appropriate standards of conduct.
4. Assist teachers with non-teaching duties (e.g. progress reports, monitoring notes, learning data, etc.).
5. Assist teachers by conducting drill work, checking notebooks, correcting papers, and supervising work.
6. Assist with assessing students.
7. Classify, sort, send, collate, assemble, and file correspondence, data, or other materials.
8. Duplicate, photocopy, and print forms and reports.
9. Support students with problem solving, independent thinking, and expression of original ideas.
10. Listen to and respond appropriately to student concerns.
11. Maintain confidentiality.
12. Maintain files, data, attendance and other records as required by program specifications.
13. Perform such other tasks and assume such other responsibilities as the summer school principal/coordinator, or designee, may assign.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Meet No Child Left Behind paraeducator requirements in one of three ways:
 - 72 quarter credits at college level;
 - AA degree or above; or
 - Proof of having scored 461 or higher on the ETS Paraeducator Assessment Exam.
3. Ability to move from Shuksan Middle School to Squalicum High School to work with student cohort as they progress through high school.
4. Experience working with at-risk students at secondary level preferred.
5. Ability to assist teachers with instruction in a wide variety of academic and social learning objectives and independently implement small-group learning activities.
6. Working knowledge of basic classroom procedures and management preferred.
6. Ability to assist with instruction and supervision of middle and high school students under the direction of a certificated instructor.
7. Has, in the judgment of the administration, the ability to:
 - a. work with at-risk and/or educationally disadvantaged students in an appropriate manner;
 - b. work with staff in an appropriate manner; and
 - c. maintain confidentiality.
8. Ability to perform instructional clerical tasks.
9. Ability to keep records.
10. Ability to communicate appropriately in both written and oral expression.
11. Ability to write legibly.
12. Demonstrated evidence of good habits in job attendance and punctuality.
13. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities.
14. Ability to communicate in Spanish desirable.
15. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

6/6/06