

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, HIGH SCHOOL CAMPUS
ALTERNATIVE PROGRAM (e.g. CAS/SAIL), (LEVEL III)

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Assist instructor by giving individualized help to students (or groups of students) as assigned.
2. Develop and maintain student records and reports as directed.
3. Assist students in using computer programs for individualized instruction.
4. Answer questions concerning the program: hours, mode of operation, registration, instruction, testing, cost of program, purpose, and interfacing with the regular secondary program.
5. Maintain attendance and statistical records as directed.
6. Attend and participate in required meetings.
7. Perform other appropriate duties that facilitate program efficiency such as answering the phone and keeping the space orderly.
8. Perform such other tasks and assume such other responsibilities as the supervisor may assign.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. A basic understanding of U.S. Basics (CCP) preferred.
3. Working knowledge of basic office procedures and operation of common office equipment, including word processing equipment, preferred.
4. Demonstrated interest and ability in working with adolescent students in individualized and computer-assisted instruction.

QUALIFICATIONS: (Continued)

5. Ability to work with at-risk adolescent students in an appropriate manner.
6. Accuracy in keeping records and preparing reports using computerized systems.
7. Demonstrated ability to follow verbal and written instruction.
8. Demonstrated aptitude and competencies for assigned responsibilities.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

10/5/94