

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington  
JOB DESCRIPTION

**POSITION:** PARAEDUCATOR, HIGH SCHOOL SUMMER SCHOOL PROGRAM,  
LEVEL III

**REPORTS TO:** High School Summer School Coordinator, or designee

**RESPONSIBILITIES:**

1. Ability to assist teachers with instruction in a wide variety of academic and social learning objectives.
2. Assist in creating an effective climate for learning.
3. Assist students in establishing standards of conduct.
4. Assist teachers with non-teaching duties.
5. Assist teachers by conducting drill work, checking notebooks, correcting papers, and supervising work.
6. Assist with testing students.
7. Classify, sort, send, collate, assemble, and file correspondence, data, or other materials.
8. Duplicate, photocopy, and print forms and reports.
9. Encourage students appropriately to problem solve, think independently, and to express original ideas.
10. Listen and respond to student concerns.
11. Maintain confidentiality.
12. Maintain files, data, and attendance 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. Working knowledge of basic classroom procedures and management preferred.
3. Ability to assist with instruction and supervision of students under the direction of a certificated instructor.

**QUALIFICATIONS: (Continued)**

4. 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.
5. Ability to perform instructional clerical tasks.
6. Ability to keep records.
7. Ability to communicate appropriately in both written and oral expression.
8. Ability to write legibly.
9. Demonstrated evidence of good habits in job attendance and punctuality.
10. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

4/26/02