

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, IN-SCHOOL SUSPENSION, LEVEL III,
MIDDLE SCHOOL

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Supervise student activities and monitor student behavior in an on campus suspension facility.
2. Assist students placed in on campus suspension facilities with assignments and/or instruction related work.
3. Work with students to reinforce material initially introduced by the teacher.
4. Collate and enter data for computer discipline system.
5. Generate and distribute lists, letters, reports, and notices as directed.
6. Assist teachers by conducting drill work, checking notebooks, correcting papers, and supervising make-up work.
7. Maintain attendance and student discipline records when necessary.
8. Report violations of school codes to the building administrator or designee (teacher).
9. Provide information to students and parents as directed.
10. Participate in in-service training programs.
11. Perform such other duties and responsibilities as may be assigned by the building principal/designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Ability to assist with instruction and supervision of middle school students under the direction of a certificated instructor.
3. Ability to work with at risk adolescent students in an appropriate manner.
4. Ability to follow verbal and written instructions.
5. Ability to perform instructional clerical tasks.
6. Ability to keep records and prepare reports using computerized systems.

QUALIFICATIONS : (Continued)

7. Ability to work with students and staff in an appropriate manner.
8. Ability to work with adolescent students in individualized assignments and/or computer assisted instruction.
9. Skill and ability to perform duties/responsibilities as listed.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.