

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

POSITION:           PARAEDUCATOR, SPECIAL EDUCATION,  
LIFE SKILLS, LEVEL III

REPORTS TO:       Building Principal or Designee

**RESPONSIBILITIES:**

1. Implement specific student academic, social, physical, and/or safety learning objectives as directed.
2. Assist in creating an effective climate for learning.
3. Assist with implementing student program goals, behavior plans, and clerical tasks in cooperation with and as directed by program staff.
4. Assist teachers by conducting drill work, checking notebooks, correcting papers, testing students, and supervising work.
5. Assist students:
  - a. in adjusting to school/program area/classroom and establish appropriate standards of conduct;
  - b. with a wide variety of academic/vocational assignments and/or instruction-related work in the classroom and community;
  - c. in mastering appropriate skills for students with severe disabilities, multiple disabilities, communication, and/or behavior concerns;
  - d. with appropriate health and personal hygiene needs as directed; and
  - e. with technology-based programs and communication.
6. Attend and participate in required meetings and case conferences as requested by the IEP teacher.
7. Contact and take direction from teachers of students in the program (both regular and special education teachers).
8. Work closely with certificated IEP teacher to ensure independence and continuity of program.

**RESPONSIBILITIES: (Continued)**

9. Participate in maintaining appropriate student conduct standards throughout the school building and grounds.
10. Maintain a confidential, private, professional attitude in working with students.
11. Lift and transfer students who are multi-disabled as needed.
12. Transport students when appropriate.
13. Perform other related tasks and responsibilities as designated by the principal/program supervisor, or designee.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED).
2. Two (2) years of post-secondary training related to job responsibilities or equivalent work experience related to job responsibilities or combination thereof.
3. Ability to perform instructional clerical tasks, keep records, and prepare reports using computerized systems.
4. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
  - a. Work patiently with students with severe disabilities, multiple disabilities, communication, and/or behavior concerns;
  - b. Work with supervisor, classroom teachers, parents, and colleagues in an appropriate manner;
  - c. Assist with instruction and supervision of students with severe disabilities, multiple disabilities, communication, and/or behavior concerns under the direction of a certificated instructor;
  - d. Lift or transfer students with multiple disabilities;
  - e. Assist students in learning personal hygiene as needed.
5. Working knowledge of basic classroom procedures and management preferred.
6. Has, or is willing to obtain, first aid certificate and CPR certificate.
7. Demonstrated evidence of good habits in job attendance and punctuality.
8. Demonstrated aptitude and competence for assigned responsibilities.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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