

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, SPECIAL EDUCATION,
NOTETAKER, STUDENT SPECIFIC (LEVEL III)

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Outline legible notes of classroom lectures and activities for hearing impaired students.
2. Supervise student learning activities and monitor student behavior in individual and group situations.
3. Assist students with assignments and/or other instructional related work.
4. Work with students to reinforce material initially introduced by the teacher.
5. Participate in maintaining appropriate student conduct standards throughout the school building and grounds.
6. Refer serious violations of school codes to the building administrator or designee (teacher).
7. Participate in in-service training programs.
8. Other duties that may be assigned by the building administrator or designee.

QUALIFICATIONS:

1. Two (2) years college, preferred.
2. Ability to assist with instruction and supervision under the direction of a certificated instructor.
3. Ability to outline oral lectures.
4. Ability to write legibly.
5. Ability to perform instructional clerical tasks.
6. Ability to work with students and staff in a positive way.
7. Ability to work patiently with students who may have a wide variety of handicapping conditions.

QUALIFICATIONS (Continued):

8. Willing to obtain first aid certification.
9. Ability to perform responsibilities.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.