

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington
JOB DESCRIPTION

POSITION: PARAEDUCATOR, SPECIAL EDUCATION, PRESCHOOL, LEVEL III

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Implement specific student academic, social, physical, and/or safety learning objectives as introduced by the teacher.
2. Supervise student learning activities and monitor student behavior in individual and group situations.
3. Work closely with certificated IEP teacher to ensure independence and continuity of program.
4. Assist teachers by conducting drill work, supervising work, recording student observational data.
5. Participate in maintaining appropriate student conduct standards throughout the school building and grounds.
6. Maintain a confidential, private, professional attitude in working with students.
7. Refer serious violations of school codes to the building administrator or designee (teacher).
8. Participate in staff meetings, screenings/assessment procedures/in-service training programs.
9. Make home visits as scheduled by the teacher using preschool forms.
10. Assist the student:
 - a. in adjusting to school/program area/classroom and establish appropriate standards of conduct;
 - b. with a wide variety of academic assignments and instruction-related work;
 - 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;
 - e. with technology-based programs and communication;
 - f. with toileting/diapering (duties shared with teacher);

RESPONSIBILITIES: (Continued)

- g. with feeding, as needed;
 - h. by lifting/transferring students who are multi-handicapped, as needed.
11. Perform additional duties and responsibilities as may be assigned by the building principal, 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 student with severe disabilities, multiple disabilities, communication, and/or behavior concerns under the direction of a certificated instructor;
 - d. Lift or transfer students with multiple handicaps;
 - 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 and CPR certificates.
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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