

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, SPECIAL EDUCATION, RESOURCE ROOM,
MIDDLE SCHOOL/HIGH SCHOOL, LEVEL III

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Assist the teacher in direct instruction and conduct group work in language arts, health, social studies, and math/algebra.
2. Monitor student academic and behavioral progress on an ongoing basis.
3. Implement a written behavior management plan including rules, expectations, levels of consequences, and rewards as designated by the teacher as needed.
4. Document student behavior through anecdotal records and behavior charts, as well as perform general instructional and clerical tasks as directed.
5. Maintain informal observations of behavior; calculate percentages for study skills and behaviors as needed. Data is computed hourly, daily, weekly and tri-weekly.
6. Escort and supervise students during restroom breaks, transition periods, breakfast, and lunch. Supervise bus transportation and other activities outside the classroom as needed.
7. Maintain a confidential, private, professional attitude in working with students.
8. Help students with computer-assisted instruction.
9. Assist with secretarial tasks, such as attendance, monitoring medication, typing, notes to parents, hall passes, and word processing.
10. Work with the teacher "as one." Develop techniques for discreet observation of student activities and communication to the teacher through eye contact and other nonverbal methods.
11. Participate in maintaining appropriate student conduct standards throughout the community, building, and grounds.
12. Coordinate with behavior specialist, counselor, and other special education and regular education staff as designated by the teacher.
13. Attend staff meetings and parent meetings as arranged by the teacher.
14. Refer serious violations of school codes to the teacher, principal, or designee.

RESPONSIBILITIES: (Contd.)

15. Participate in inservice training programs.
16. Perform other related tasks and responsibilities as designated by the building principal, or designee.

QUALIFICATIONS:

1. High school graduation or equivalent (GED).
2. Two (2) years of post-secondary training, equivalent work experience, or combination thereof, related to job responsibilities.
3. Demonstrated ability and genuine desire to work with students with varying disabilities, e.g., emotionally disturbed, health impaired (ADD, ADHD), learning disabled.
4. Ability and willingness to assist students with personal hygiene as needed.
5. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
 - a. Assist with instruction and supervision of students under the direction of a certificated staff member;
 - b. Perform instructional clerical tasks, keep records (data, attendance, medication), and prepare reports using computerized systems as required by program specifications.
 - c. Communicate discreetly and appropriately in both written and oral expression;
 - d. Work with students of varied backgrounds with a wide range of behaviors and skill levels;
 - e. Work with students, staff, community agencies, and parents in an appropriate manner;
 - f. Be flexible and spontaneous;
 - g. Exercise good judgment as designated by program specifications; and
 - h. Maintain confidentiality.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.