

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** PARAEDUCATOR, TEEN PARENT PROGRAM, LEVEL III

**REPORTS TO:** Director of Vocational Programs, or designee

**RESPONSIBILITIES:**

1. Assist instructor by giving individualized help to students (or groups of students) as assigned in math (including pre-algebra, algebra, geometry) science, social studies, language arts, and other high school level coursework.
2. Assist instructor to maintain student records and reports as directed.
3. Assist students in using computer programs, such as NovaNet for individualized instruction, and using Microsoft Office software programs for completing classroom assignments.
4. Maintain absolute confidentiality concerning all student and family information pertaining to educational, social services and health services relevant to students in the GRADS Teen Parent Program or children in the GRADS Teen Parent Program Childcare Center.
5. Attend and participate in required meetings.
6. Perform appropriate duties that facilitate program efficiency such as answering the phone and keeping the classroom and office space orderly.
7. Assist in creating an effective climate for learning.
8. Assist students in adjusting to school/program area/classroom and establish appropriate standards of conduct in order to create an effective climate for learning in the GRADS Program.
9. Supervise individual and/or groups of students during non-academic times.
10. Perform general instructional and program clerical tasks as directed, including making photocopies, filing, and recording student grades and attendance information.
11. Perform other related tasks and responsibilities as designated by the program supervisor, or designee.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED).

**QUALIFICATIONS: (Continued)**

2. Two (2) years of post-secondary training related to job responsibilities or equivalent work experience with high-school age students, related to job responsibilities or combination thereof.
3. Previous experience working with students in a high school classroom setting preferred.
4. An understanding of basic education skills (including high school level basic math, algebra, geometry, reading, writing, social studies, and science), related to completion of selected high school classes required.
5. Demonstrated ability to use computer software programs, such as Outlook, Word, PowerPoint, Publisher, and Excel, and familiarity with accessing resources through Internet searches.
6. Demonstrated interest and ability in working with adolescent students in individualized and computer-assisted instruction, including, upon employment with the GRADS Teen Parent Program, completion of training in use of NovaNet on-line instructional technology resources.
7. Ability to work with pregnant and parenting adolescent students in a positive manner in order to support their academic and personal needs.
8. Ability to assist with instruction and supervision of students under the direction of a certificated staff member.
9. Demonstrated evidence of good habits in job attendance and punctuality.
10. Demonstrated aptitude to perform instructional clerical tasks, accuracy in keeping records and preparing reports using computerized systems, knowledge of personal computers and Microsoft Office software programs, and experience using copy machines.
11. Ability to work effectively as a member of an educational team.
12. Demonstrated ability to follow verbal and written instruction.
13. Possess a valid Washington State driver's license.
14. Ability to maintain files, data, and attendance information as required by program specifications.
15. Demonstrated aptitude or competence for assigned responsibilities.
16. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

12/3/04

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