

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** PARAEDUCATOR, TITLE I, LEVEL III

**REPORTS TO:** Building/Program Supervisor, or designee

**RESPONSIBILITIES:**

1. Ability to assist teachers with instruction in a wide variety of academic and social learning objectives.
2. Assist in creating an effective climate for learning.
3. Assist students in establishing standards of conduct.
4. Assist teachers with non-teaching duties.
5. Assist with testing students.
6. Attend and participate in required meetings.
7. Attend workshop and inservice events to keep abreast of instructional practices, as directed by the program supervisor.
8. Classify, sort, send, collate, assemble, and file correspondence, data, or other materials.
9. Duplicate, photocopy, and print forms and reports.
10. Encourage students appropriately to problem solve, think independently, and to express original ideas.
11. Listen and respond to student concerns.
12. Maintain confidentiality.
13. Maintain files, data, and attendance as required by program specifications.
14. Perform such other tasks and assume such other responsibilities as the building/program supervisor, or designee, may assign.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED) **and** meet one (1) of the following qualifications:
  - have completed at least two (2) years of study at an institution of higher education;
  - have obtained an associate's (or higher) degree; **or**

**QUALIFICATIONS: (Continued)**

- have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment –
  - knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
  - knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
- 2. Ability to assist with instruction and supervision of students under the direction of a certificated instructor.
- 3. Has, in the judgment of the administration, the ability to:
  - a. work with at-risk and/or educationally disadvantaged students in an appropriate manner;
  - b. work with staff in an appropriate manner; and
  - c. maintain confidentiality.
- 4. Ability to perform instructional clerical tasks.
- 5. Ability to keep records and prepare reports using computerized systems.
- 6. Ability to communicate appropriately in both written and oral expression.
- 7. Ability to write legibly.
- 8. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities.
- 9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

8/5/02

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