

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, SCIENCE, LEVEL II

REPORTS TO: Principal/Program Supervisor, or designee

RESPONSIBILITIES:

1. Under the direction of certificated personnel, administer and correct appropriate program tests and other student work as directed.
2. Assist in preparing appropriate program materials as directed.
3. Perform general instructional and program clerical tasks as directed.
4. Confer with supervisor and teachers regarding program needs, policies, and procedures.
5. Monitor, maintain, inventory, and distribute program equipment and materials.
6. Keep all assignment-related information confidential in compliance with District, state, and federal guidelines.
7. Prepare materials for students under the direction of a program supervisor.
8. Perform other related tasks and responsibilities as designated by the principal/program supervisor, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Ability to assist with instruction and supervision of students under the direction of a certificated instructor.
3. Demonstrated interest and ability in working with specific students in individualized and/or computer-assisted instruction.
4. Demonstrated knowledge of specific program needs preferred.
5. Ability to communicate appropriately in both written and oral expression.
6. Demonstrated evidence of good habits in job attendance and punctuality.
7. Has, or is willing to obtain, first aid certificate and CPR certificate.

QUALIFICATIONS: (Continued)

8. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Work with staff, students, parents, and the general public in a professional and appropriate manner; and
 - b. Maintain confidentiality.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.