

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, HIGH SCHOOL CAMPUS MONITOR, LEVEL IV

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Circulate on and around campus.
2. Assist in creating an effective climate for learning.
3. Assist students in adjusting to school/program area/classroom and establish appropriate standards of conduct.
4. Assist with implementing student behavior plans, e.g., implement rules, expectations, levels of consequences, and phase system components, etc., as directed.
5. Supervise individual and/or groups of students during non-academic times.
6. Attend and participate in required meetings and case conferences.
7. Implement school discipline procedures as directed.
8. Assist students with identifying and implementing appropriate problem solving strategies.
9. Refer students who violate rules and laws to the appropriate administrator for action.
10. Perform other related tasks and responsibilities as assigned by the building principal, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) to four (4) years of post-secondary preparation, specialized training, or equivalent experience in specific job-related subject matter, or combination thereof.
3. Ability to assist with instruction and supervision of students under the direction of a certificated staff member.

QUALIFICATIONS: (Continued)

4. Has, in the judgement of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Work with students of varied backgrounds;
 - b. Work with students and staff in an appropriate manner;
 - c. Be firm, fair, and consistent in the enforcement of school and District rules and regulations;
 - d. React quickly and appropriately to visual and/or audible stimuli;
 - e. Communicate appropriately in both written and oral expression;
 - f. Maintain confidentiality.
5. Demonstrated evidence of good habits in job attendance and punctuality.
6. Has, or is willing to obtain, first aid and CPR certificates.
7. Has the physical stamina required for patrolling the campus.
- 8.. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

2/8/2000

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