

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, SUBJECT MATTER SPECIALIST
(LEVEL IV)

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Administer and correct appropriate program tests and other student work as directed.
2. Assist in developing 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, operate, and distribute program equipment and materials.
6. Deliver specific services to specific students or group(s) of students as directed.
7. Implement specific instructional programs and activities as determined by the principal/program supervisor, or designee.
8. Inventory supplies and equipment for the program as directed.
9. Keep all assignment-related information confidential in compliance with District, state, and federal guidelines.
10. Prepare materials for students under the direction of a program supervisor.
11. Monitor student aids and volunteers as directed.
12. Transport students as program needs dictate and as directed.
13. Perform other related tasks and responsibilities as designated by the principal/program supervisor, 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.

QUALIFICATIONS (Continued):

3. Ability to type/keyboard forty (40) words per minute.*
4. Ability to accurately enter data in computerized database using database, word processing or spreadsheet programs.
5. Ability to assist with instruction and supervision of students under the direction of a certificated instructor.
6. Demonstrated interest and ability in working with specific students in individualized and/or computer-assisted instruction.
7. Demonstrated knowledge of specific program needs preferred.
8. Ability to communicate appropriately in both written and oral expression.
9. Demonstrated evidence of good habits in job attendance and punctuality.
10. Possess a valid Washington State driver's license if duties include transporting students.
11. 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.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

* *The typing qualification will be used only if the position requires that 25% or more of the time on the job demands this skill .*

10/06

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