

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Classified

Posting Dates: August 21 - 27, 2008

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Personnel Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Paraeducator <i>Experience working with high school aged youth preferred. Experience with shop equipment and working in a retail environment preferred.</i>	6.0 hpd/180 days	Capital
<i>Salary: OPA Salary Schedule – \$11.40 - \$14.38 per hour</i>		

Purpose Statement/s: The job of "Paraeducator - General Classroom" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of students, and relieving teachers of routine clerical tasks.

Essential Job Functions:

- * **Assists** teachers for the purpose of implementing lesson plans.
- * **Maintains** classroom equipment, student's files, records, etc. for the purpose of ensuring availability of items as may be required.
- * **Monitors** individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment.
- * **Performs** record keeping and basic clerical functions, scheduling, copying, etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials.

Other Job Functions:

- * **Administers** tests for the purpose of assisting teacher in evaluating students' progress.
- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Confers** with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives.
- * **Participates** in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.

Job Requirements - Qualifications:

- * **Experience Required:** Prior job related experience paid or volunteer with school age children.

- * **Skills, Knowledge and/or Abilities Required:**

Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling.

Knowledge of principles of child development, instructional processes.

Abilities to sit for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.

- * **Education Required:** High School diploma or equivalent.
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance.

Application Procedure for out of district candidates

Apply through Public Schools Personnel Cooperative @ <http://TeachingInWashington.com>.

*If you share our commitment to provide challenging opportunities
For all students to be successful, we'd like to hear from you!*

Olympia School District 1113 Legion Way SE Olympia, WA 98501
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Beth Scouller, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities are asked to notify the Personnel Office at least three days prior to the date on which the requested accommodation is needed. Personnel Officer: Voice: **(360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.**