

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 – HOPE Program	6.0 hpd/180 days	Reeves
<i>Salary: OPA Salary Schedule – \$11.40 - \$14.38 per hour</i>		

JOB TITLE: Paraeducator – Middle School Behavior Program

Purpose Statement/s: The job of "Paraeducator – Middle School Behavior Program" is done for the purpose/s of assisting (under direct supervision) in the implementation of services, supervision and instruction to students with significant behavioral and/or social needs.

Essential Job Functions:

- **Adapts** classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- **Administers** first aid and medical assistance for the purpose of providing appropriate care for ill and/or injured children.
- **Assists** teachers and parents for the purpose of implementing lesson plans and/or developing students daily living and behavioral skills.
- **Maintains** classroom equipment and student's files/records for the purpose of ensuring a safe and appropriate learning environment.
- **Monitors** individual students, classroom and/or outside the classroom activities for the purpose of maintaining a safe and positive learning environment. Must implement prescribed behavior program including interventions for anger and/or aggressive behavior.
- **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:

- **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 students objectives.
- **Participates** in various meetings for the purpose of sharing information and/or improving ones skills/knowledge.
- **Works** closely with special education and basic education staff.

Job Requirements - Qualifications:

- **Experience Preferred:** Prior job related experience and/or specialized training in working with secondary school age students with significant behavioral, emotional, substance abuse, or mental health disabilities.
- **Skills, Knowledge and/or Abilities Required:**

Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds and to address student mental health and/or substance abuse needs.

Knowledge of the principles of child development.

Abilities to understand and address students with special needs, 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 moderate lifting (75 – 100 lbs.), stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance.
- **Other:** First Aid and Cardiopulmonary Resuscitation Certificates may be required.

Application Procedure

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

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.

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

*The Olympia School District is an equal opportunity employer and encourages applications
from all persons regardless of race, gender, national origin, age, disability, or marital status.*

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