

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Classified

Posting Dates: January 22 – 26, 2024

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 Human Resources at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Paraeducator – Transition Program	6.0 hpd/Continuing	Olympia
<i>Employees (and their families) are eligible for medical, dental, vision, and basic life insurance benefits, as administered by the School Employees Benefit Board (SEBB). Final benefit eligibility to be determined at time of hire. Employees are eligible to enroll in the Department of Retirement Services (DRS) SERS plan (classified employees) or TERS plan (certificated employees), as well as the DRS Deferred Compensation Program. Employees will receive vacation leave, paid holidays and additional compensation beyond their base salary as outlined in their Collective Bargaining Agreement (CBA).</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: OPA Salary Schedule – \$22.50 - \$26.80 per hour		

Purpose Statement/s: The job of "Paraeducator - Special Education" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of special education adult age students in a community based program; and assisting students by providing for special health care needs. The Transition Program is a community based program that allows students to develop independent living, work readiness and vocational skills in a variety of community settings. The Transition Program will not be in a traditional school/classroom setting.

Essential Job Functions:

- Adapts classroom work, job skills and work behaviors under the direction of the teacher for the purpose of providing a method to support and/or reinforce IEP goals and objectives in a variety of community environments.
- Administers first aid, medical assistance (e.g. tube feeding to students), and health care needs of students including personal hygiene and toileting assistance for the purpose of providing appropriate care for medically fragile and/or physically impaired students.
- Assists teachers and parents for the purpose of implementing lesson plans and/or developing students' daily living and behavioral skills.
- Maintains classroom equipment, students' files/records as pertains to special education files/records for the purpose of ensuring a safe and appropriate learning environment.

- Monitors individual students, in a variety of independent living and vocational activities for the purpose of maintaining a safe and positive learning environment.
- Performs record/data keeping and basic clerical functions, scheduling, copying etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials.
- Implement and monitor Positive Behavior Support Plans and interventions in school and community settings.

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 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 both written and verbal form, use correct grammar, punctuation and spelling. Provide for special *Knowledge* of the principles of child development, instructional processes.

Ability to perform occasional moderate lifting (50 lbs.).

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 lifting, stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Ability to establish and maintain a rapport and positive relationship with a variety of community businesses and service provider.

- **Education Required:** High school diploma or equivalent, **AND** when applicable successful completion of **ONE** of the following assessments - the Educational Testing Service (ETS) Parapro assessment or the Master Teacher Inc. Paraeducator Online Training Program **OR** 72 quarter or 48 semester credits at an institution of higher education (official transcript is required), **OR** an Associate's (or higher) degree (official transcript is required). Credits must be at 100 level or above.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance.
- **Other:** First Aid and Cardiopulmonary Resuscitation Certificates may be required.

Application Procedure for out of district candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

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 111 Bethel St. NE Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, jwhitehead@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

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 or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.