

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Classified
Posting Dates: January 26 – February 01, 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 – Special Education Overload	15 Hours per Week/One Year Only	McLane
<i>This position works with students in small groups and 1:1, providing support in their individualized goals based on their IEPs.</i>		
<i>Position works 15 hours per week on Mondays, Thursdays and Fridays, with potential flexibility on the days worked, for the remainder of the 2023-24 school year.</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 "Special Education Paraeducator" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of special education students; relieving teachers of routine clerical tasks; and assisting students by providing for special health care 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 (e.g. tube feeding to students) for the purpose of providing appropriate care for ill, medically fragile 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, student's files/records as pertains to special education files/records for the purpose of ensuring a safe and appropriate learning environment.
- **Monitors** individual students, classroom and/or playground activities for the purpose of maintaining a safe and positive learning environment. Must implement prescribed behavior program including interventions for hitting, spitting, kicking, etc.
- **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 one's skills/knowledge.
- **Works** closely with special education and regular classroom teacher and do recess duty twice daily.

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, and use correct grammar, punctuation and spelling. Provide for special health care needs of students including personal hygiene and toileting assistance.

Knowledge of the principles of child development, instructional processes

Ability to perform moderates lifting (50 lbs.) on a regular basis.

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.

- **Education Required:**
 - Be at least age 18 and hold a high school diploma or equivalent; and
 - Have received a passing grade on the Educations Testing Service's Paraeducator Assessment; or
 - Hold an Associate of Arts degree; or
 - Have earned 72 quarter credits or 48 semester credits at an institution of higher education: or
 - Have completed a registered apprenticeship program.
- **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:

Apply through EdJobsNW at <http://www.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

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.