

# OLYMPIA SCHOOL DISTRICT NO. 111

**Job Category: Classified**

**Posting Dates: April 22 – 28, 2021**

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.

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
<b>Paraeducator</b>	<b>6.0 hpd /180 days (Plus 9 paid holidays)</b>	<b>Jefferson</b>
<i>This position is Monday – Friday, 9:00 am – 3:30 pm.</i>		
<i>Experience working with middle school students preferred. Ideal applicant will have experience working with struggling learners, a knowledge of middle school Math and English Language Arts, and be willing to supervise the lunch room.</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 – \$19.05 - \$22.48 per hour		

**Purpose Statement/s:** The job of "Paraeducator" 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:**

- \* **Education Required:** High school diploma or equivalent, **AND** when applicable successful completion of the Educational Testing Service (ETS) Exam, **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).
- \* **Experience Required:** Prior job related experience paid or volunteer with school age children.
- \* **Criminal Justice Fingerprint Clearance.**
- \* **Participate** in all OSD required health-related trainings. First Aid and CPR Training may be required.
- \* **Willingness** to participate in appropriate training to gain necessary skills to perform this position, e.g. Type II License, Food Handlers Permit.
- \* **Right Response Certification** or willingness to obtain and maintain.

### **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.

### **Application Procedure for out of district candidates:**

Apply through Ed Jobs NW 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 – Michael Hart, (360) 596-8545, [mhart@osd.wednet.edu](mailto:mhart@osd.wednet.edu); Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, [alara@osd.wednet.edu](mailto:alara@osd.wednet.edu); Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, [kturcotte@osd.wednet.edu](mailto:kturcotte@osd.wednet.edu); ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu); Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, [sniemann@osd.wednet.edu](mailto: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.