

# 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 – Program</b>   | <b>6.0 hpd/180 Days<br/>(Plus 9 Paid Holidays)</b> | <b>Capital</b>  |
| <i>This position is Monday – Friday, 7:45 am – 2:15 pm.</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 – \$19.99 - \$23.59 per hour  |  |                 |

**Purpose Statement:** The job of "Paraeducator - Life Skills Classroom" is done for the purpose of assisting in the supervision and instruction of special education students with significant and complex developmental needs, including providing for special health care needs, to address academic, social/emotional, and functional goals across multiple instructional settings.

**Essential Job Functions:**

- Assist certificated staff for the purpose of implementation of plans related to IEP program development, including but not limited to, functional behavioral assessments, behavior intervention plans and aversive therapy plans, and activities related to communication and OT/PT IEP goals.
- Assist certificated staff with creation of necessary educational materials to enable student progress toward IEP goals and objectives.
- Collect and communicate relevant data for the purpose of assisting certificated staff in evaluating students' progress.
- Administer first aid, medical assistance and/or address health care needs, including personal hygiene and toileting assistance when necessary.
- Maintain students' files, records, etc. for the purpose of developing appropriate educational programs for students who qualify for special education.
- Monitor students across educational settings, for the purpose of providing a safe and positive learning environment, including facilitating necessary accommodations and modifications to curriculum, materials and schedules.
- Assist other personnel, as may be required, for the purpose of increasing staff capacity to implement identified student programs, including instructional and behavioral plans. This would include supporting other staff, as may be necessary, in any aspect of their assigned duties to support students.
- Collaborate effectively with other personnel for the purpose of evaluation of students' progress and/or implementation of students' objectives.
- Contribute to a positive and productive learning environment for students and staff.
- Maintain confidentiality in communications regarding students, staff, and parents.
- Facilitate student independence in the instructional setting in a positive and productive manner.

- Participate in team meetings for the purpose of collaborating and sharing information, and necessary trainings to 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).
- **Criminal Justice Fingerprint Clearance.**
- **Experience:** Prior job-related experience with school age children who qualify for special education.
- **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.
- **Right Response Certification** or willingness to obtain and maintain.

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

- Perform basic clerical functions; perform basic arithmetic calculations; operate standard office equipment; use English in verbal and written form, including correct grammar, punctuation and spelling.
- Create effective visual supports, student schedules, and reward systems.
- Implement instructional techniques effective with students with significant educational needs, necessary modifications to meet those needs,
- Provide for special health care needs of students including personal hygiene and toileting/diapering as necessary.
- Implement instructional techniques effective with students with significant educational & behavioral needs, necessary modifications to meet those needs.
- Understand and carry out oral and written instructions; maintain confidentiality of student records; meeting schedules and deadlines; read/interpret/apply rules, regulations, policies; rapidly learn methods and materials used with students who have significant cognitive and/or physical disabilities.
- Maintain alertness at all times, in an effort to anticipate and prevent situations that might be unsafe; anticipate and prevent potential escalation of behavior. React promptly to maintain students' safety.
- Facilitate the development of positive communication and social skills; support participation and learning in instructional settings.
- Collaborate and communicate effectively among special and general education team members.
- Have, or be willing to obtain training in a variety of or adopted district instructional methodologies such as STAR, FACTER, Structured Teaching, ABA.
- Implement OSD adopted curricula and/or individual student plans consistently and with fidelity.
- Utilize effective instructional management techniques to facilitate student engagement in learning activities.
- Use assistive/adaptive technology and methods, including sign language, to support communication and/or adaptive living skills.
- Understand and use social stories or other non-verbal systems to teach and/or address social or behavior skills.
- Self-monitor and adjust interactions (including but not limited to physical proximity, vocabulary, volume & tone of voice, sentence length, and use of visual supports) to promote student understanding and success.
- Collect student data relevant to individual and/or classroom goals, independently, consistently, and accurately.

- Maintain high expectations for student learning; promote and maximize independence among all students.
- Know and use de-escalation strategies regarding student behaviors/emotional/social needs. Use district approved physical restraint techniques, teaming with/supporting others when physical restraint is necessary
- Understand and use positive reward systems or other non-punitive behavior support systems.
- Represent the Olympia SD in a professional manner when supporting students participating in community or other public settings, through positive communications, social interactions and appearance.

*Significant physical abilities include sitting for prolonged periods; reaching/handling; talking/hearing conversations; near/far visual acuity; moving quickly in response to situations of potential danger to students and/or staff; restraining students, when necessary, using district approved techniques; lifting up to 50 lbs.*

**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.