

## **EMPLOYMENT OPPORTUNITIES**

**MERIDIAN SCHOOL DISTRICT**  
**Opening Date: October 22, 2009**  
**Closing Date: October 29, 2009**

<b><u>Position</u></b>	<b>Paraeducator - Leave Replacement 10-22-09 to 2-1-10 (NCLB certification required)</b>
<b><u>Location</u></b>	Irene Reither Primary School Preschool
<b><u>Employment Status</u></b>	6.0 hours per day, 5 days per week 9:00 am to 3:30 p.m. Employee may be transferred or reassigned to other paraeducator positions or locations, depending upon needs of district. This position is represented by Meridian Classified Employees Association
<b><u>Salary</u></b>	\$13.62 to \$15.94 per hour, depending upon experience

**JOB SUMMARY:** Depending upon individual assignment to general or special education classrooms, learning support centers, preschool and/or alternative classroom placement or communication remediation, the paraprofessional may perform all or a combination of the following duties:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Tutors students individually or in small groups in a variety of learning activities to promote student understanding of materials presented. Provides encouragement, reinforcement and achievement of educational objectives and goals defined by certificated teacher(s). May administer and supervise tests or other measurements.
2. Communicates with teachers(s) concerning individual student progress; adjusts methods to meet the needs of a wide variety of students; consults with certificated staff concerning remediation or enrichment activities.
3. Assists teacher in maintaining records, logs, charts, assignments and other records for assessment of student progress. May correct, score or grade tests, papers and assignments according to guidelines or instructions; may schedule appointments; may set up and run machines.
4. Monitors student behavior in classrooms, playground, halls, at lunch or breaks, at bus boarding areas, on field trips, at vocational work sites, and at other sites as assigned to promote safe and appropriate student behavior. Models appropriate behavior. Corrects behaviors and maintains discipline according to established policies and procedures. Instruct students in behavioral rules and codes for student safety, socialization and individual growth.
5. Assists students with the mastery of interpersonal and personal skills; listens to student confidences and refers problems to teachers, counselors, specialists or administrators as appropriate.
6. Establishes and maintains effective communication with students, staff, parents and the public, for student progress and safety and community relations.
7. Depending upon assignment, may provide physical assistance to disabled students, such as lifting and positioning or assistance with personal hygiene/toileting. May be required to restrain out-of-control students for safety.
8. Provides first aid to injured or ill students as appropriate; may track and dispense authorized student medication as required.
9. Locates, develops and/or modifies materials for student use, enrichment activities and special projects.
10. Prepares, processes, duplicates, collates and distributes materials; operates a variety of office equipment.
11. Maintains physical appearance of classroom, hallways and other assigned areas; maintains, assembles and stores equipment as assigned; maintains supplies as assigned.

12. Serves as member of instructional team of the District; performs related duties consistent with the scope and intent of the position.
13. Respects confidentiality of information.

**MENTAL DEMANDS**

Requires ability to read and write sufficiently to follow written instructions, understand classroom instructional materials, complete written reports, records, etc.; requires basic math skills; experience frequent interruptions; requires dealing with a wide range of student behaviors and academic abilities, or with a wide range of physical or emotional disabilities; requires patience and understanding when working under stressful situations in a classroom setting and when working with students with special needs; may be required to calm distraught, angry or hostile students; requires adaptability and flexibility to different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills.

**PHYSICAL DEMANDS**

Requires mobility (standing, walking, etc.); requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability; exposed to infectious diseases carried by students; exposed to student noise levels. May be required to lift and position students and assist with personal hygiene/toileting. Playground supervision requires working outdoors in inclement weather. May require prolonged standing, sitting, bending (stooping); may require restraining out of control students; may require assisting students with physical activities.

**Licenses/Special Requirements**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

In order to meet new Title I requirements, all Paraeducators hired to perform instructional duties must meet one of the following:

- Two Years of Study at an Institution of Higher Education
- Associate or Higher Degree
- Formal Assessment

**APPLICATION PROCEDURES:**

Applicants must have the following information on file in the district office.

1. District classified application form
2. Letter of interest providing working experience as it relates to the experience, qualifications, duties and responsibilities outlined in this posting

**SELECTION PROCESS TIMELINE**

Position closes October 29, 2009

Inquire to:	Meridian School District Timothy Yeomans, Superintendent 214 W. Laurel Road Bellingham, WA 98226 (360) 398-7111 <a href="http://www.meridian.wednet.edu">www.meridian.wednet.edu</a>
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Meridian School District is an Equal Opportunity Employer. The Meridian School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This district is a smoke free/drug free workplace.

