

Auburn School District**Job Title:** Paraeducator – Special Education**Reports To:** Building Administrator**Unit Classification:** Public School Employees of Auburn (PSEA)

Duties and responsibilities:

- Assist teachers with instruction and activities within the classroom.
- Assist students with being included and involved with non-disabled peers.
- Assist students with building up their independent skills.
- Supervise conduct and behavior of students in both formal and informal areas on or about the school premises as assigned by the principal or supervisor.
- Utilize escalation prevention and de-escalation techniques.
- Assist students with the necessary self-help requirements such as changing, diapering, toileting help, tube feeding, etc., consistent with procedures prescribed with assigned program.
- Assist with implementation of IEPs and Positive Behavior Support Plans.
- Perform basic office, clerical, and instructional tasks such as recording and charting observed behaviors of a student.
- Assist student with completing assigned schoolwork.
- Maintain regular attendance.
- Compliance with all Board policies, rules, procedures, and collective bargaining agreements.
- Other related duties and responsibilities as assigned.

Preferred Knowledge, Skills, and Abilities:

- Experience in working with students in formal and informal activities and instructional settings.
- Course work in managing and attending to students with special needs.
- Specific course work or experience in reduction of aggression and self-injurious behaviors.
- Experience or training in restraint training.
- Ability to show flexibility and good judgment.
- Demonstrated skills in organization and time management.
- Ability to use excellent written and oral communication and interpersonal skills to work effectively with staff, students, and community.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

Minimum Requirements:

- 18 years of age
- High School diploma OR recognized equivalent **AND**
 - Two years of study at an institution of higher education OR

- An associate's degree (or higher) **OR**
- Completion and passage of a state or local academic assessment.
- Must have or be willing to obtain SafetyCares training.
- Ability to maintain strong productive relationships with other employees, parents, and students.
- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and program.
- Willingness to perform tasks as assigned.

Employment Requirements – After Hire:

- Completion of New Employee Orientation within 30 days.
- Completion of online workplace training within 30 days of hire.
- Completion of Washington State mandated Paraeducator Certificate Program training, by state-established timelines.

Working Conditions:

- Physical Demands – While performing the duties of this job, the following physical demands are significant lifting, carrying, walking, standing, stooping, crouching, and/or kneeling, and significant fine motor dexterity.
- Work Environment – Most activities are performed indoors in a classroom setting. Position may require the employee to supervise students in an outdoor setting under a variety of weather conditions. The noise level in the work environment is moderate. The employee has responsibility for the safety and wellbeing of others and must be able to interact with other workers. Potential exposure to ordinary infectious diseases carried by students, student bodily fluids, and aggressive student behavior.

The information contained in this job description is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.