

**SNOQUALMIE VALLEY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: **Paraeducator 3**  
Reports to: **Building Administrator**  
Directed by: **Certificated Staff**  
Work Year: **School Year**

FLSA Status: **Non-Exempt**  
Classification: **Classified-PSE**  
Supervises: **None**  
Salary: **As Stated in Schedule**

**Position Summary:** Under the direction of a certified Teacher, this position is primarily instructional but limited to work within a Special Education self-contained setting (individually or in small groups), and will also assist with behavior and personal hygiene issues of high needs Special Education students.

**Qualifications Required:**

- Meet Washington State paraeducator minimum employment requirements:
  - At least 18 years old
  - High School Diploma or GED/equivalent.
  - One of:
    - Have received a passing score on one of the assessments approved by the Paraeducator Board ([www.pesb.wa.gov](http://www.pesb.wa.gov)).
    - Hold an associate degree or higher from an accredited college or university.
    - Have earned 72 quarter credits or 48 semester credits at the 100 level or higher at an accredited college or university.
    - Have completed an apprenticeship as a paraeducator, in a program registered with the Washington State Apprenticeship and Training Council.
- Valid First Aid/CPR card or ability to obtain within 60 days of hire.
- Obtain crisis prevention intervention certification following hire, and maintain certification annually.
- Proficient in Microsoft Office Suite and/or Google Suite.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

**Qualifications Desired:**

- Previous experience in a public school setting or related learning/development environment.

**Essential Functions and Responsibilities:**

1. Under direction of certificated staff, assists certificated staff with classroom activities within the special education and general education classroom, specialists/elective classrooms, field trips, and transition times. May provide individual tutoring, assist with

student organization, and adapt lessons under direction of classroom teacher; may assist in swimming or therapy pool.

2. Cleans and sterilizes toys, equipment, and furniture as needed.
3. Attends to students' personal needs, such as feeding, dressing, diapering, toileting, catheterization, tube feeding, or medication administration.
4. May assist nurse with student's medical needs.
5. Assists physical, speech, and occupational therapists as needed.
6. Under direction of certificated staff, assists in implementing detailed individualized student behavior plans and social, daily living and/or physical development skills as needed.
7. Under the direction of certificated staff, supervises students and implements behavior programs in lunchroom, playground, bus loading/unloading, and classrooms.
8. Assists in implementing and modeling behavior to meet individual student needs and reinforce learning activities consistent with building/district-adopted behavior intervention program or philosophy.
9. Prepares materials for student use; may grade student work.
10. Enters student data as directed into student management system, including tracking student behavior.
11. Maintains communication with teachers, supervisors, staff or others as appropriate.
12. Assists teacher with classroom activities.
13. Assists with supervision before/after school, recess, and other large group activities; may accompany specific students for some school activities including recess/break.
14. Assists with recording data for informal progress monitoring across a variety of student assessment instruments under the direction of the teacher.
15. May assist Teacher with emergency situations in classroom.
16. Completes State required paraeducator training as identified by the Professional Educators Standards Board.

**Nonessential Skills and Experience:**

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Success Factors/Job Competencies:**

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
3. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
4. Demonstrated professionalism through conduct, punctuality, and minimal absences.
5. Demonstrated ability to adapt to a variety of working situations and learn new skills.
6. Demonstrated ability to be flexible and adapt to changes in environment, schedule, and routine.

7. Demonstrated ability to follow oral and written directions.
8. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
9. Demonstrated strong initiative and self-motivation.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands-* Works indoors, standing and walking, sitting in a chair and on the floor, working on the computer and/or with students; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 50 lbs.; may need to run or crawl.
- *Work Environment-* Indoors is well lit, some areas carpeted, others linoleum, with occasional high noise level; occasionally outdoors, weather conditions are variable, may be on concrete, grass, and/or rubberized playground surface.

**Performance Standards:** The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

**Approval/Revision Date:** February 7, 2025.

**General Sign-off:** The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.