



**Centralia School District  
Job Description**

**Middle School Multi-Lingual Paraeducator / Family Resource Advocate - Temporary**

**Reports to:** Principal

**Location:** Centralia Middle School

**Bargaining Unit:** Part-Time Teamsters

**FLSA Status:** Non-Exempt

**Job Summary:**

This position serves both as a multi-lingual paraeducator and a family resource advocate. The responsibility of the multi-lingual paraeducator is to provide instructional support services as guided by a teacher to students in English Development classes and/or content area during classes. The family resource advocate acts as a liaison between school district staff, families, and the community of all students to assist and encourage parent and community involvement in their students' education. They are a connection to the school to remove barriers to family involvement and understanding of the system.

**Required Qualifications:**

- Associate degree or 72 quarter credits (100 level or above) or have passed the ETS ParaPro Assessment
- Demonstrated ability to read, write, and speak fluent English and Spanish
- Experience with technology and Microsoft Office
- Demonstrated ability to establish and maintain effective working relationships with students, parents, staff, outside agencies, and the general public
- Possession and maintenance of a valid Washington State driver's license and reliable transportation for building meetings and home visitations
- Capability to maintain confidentiality
- Flexibility to work varied hours
- Multi-cultural experience and expertise required
- Demonstrated ability to communicate effectively, possess awareness (for self and others), listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented.
- Ability to maintain confidentiality, work independently and in a team setting, and effectively problem-solve
- Ability to establish and maintain relationships with students, staff, families, and the community
- Demonstrated ability to maintain a positive attitude
- Ability to support the District's vision, mission, and goals including the belief that all students can succeed
- Ability to provide proof of being fully vaccinated against COVID-19
- Ability to uphold board policies and follow administrative procedures
- Ability to perform the essential functions of the job with or without reasonable accommodations

**Preferred Qualifications:**

- Successful experience working with people from a variety of backgrounds
- Knowledge of and successful experience with social and human services; social service referral agencies; conflict resolution; record-keeping; and crisis intervention
- Successful experience working with school aged students

## Essential Functions:

- Addresses specific needs of multi-lingual students including those with interrupted formal education or trauma
- Meets the needs of long-term multi-lingual students including intensive college counseling and promotion of post-high school learning
- Meets with multi-lingual students to consult, check grades, and meet specific language needs
- Supports district efforts to substantially improve and sustain the academic achievement of all students
- Works collaboratively with teachers regarding best practices supporting students in their core classes
- Conducts regular visitations to multi-lingual and core classrooms and initiates conversations with content/core teachers about best practices for multi-lingual learners
- Plans and implements district and school family events for the purpose of strengthening relationships
- Supports families in helping their children to achieve and be successful in school
- Facilitates communication between school staff, students, parents, and community members by attending parent/teacher conferences, setting up meetings, making phone calls, translating documents, emailing, and other types of school and district communication
- Responds to inquiries and provides information via phone, email, and in person to families, staff, students, and community members
- Conducts home visits to assist in effectively communicating school-based information, such as teacher concerns and student progress
- Attends daytime and evening school events to facilitate communication and establish open dialog between parties
- Responds to parent requests for school-related information
- Assists teachers and administrators in recognizing and responding to the unique needs of all students as well as understanding cultural nuances that affect their learning
- Works toward developing positive public relations with the parents, school, and community
- Collaborates and coordinates with family resource advocates from other buildings and the Executive Director of Teaching and Learning

## Salary:

\$17.39-\$23.38 hourly, Depending on experience and qualifications

\$.50 per hour additional for employees with an Associate of Arts degree or higher

\$.50 per hour additional for employees who fluently speak, write, and read Spanish

**Work schedule:** Temporary positions for the remainder of the 22-23 school year - 6.0 hours per day

## Benefits:

11 paid holidays; sick leave and personal leave; health benefits including medical, dental, vision, life insurance, and long-term disability insurance; State retirement; other fringe benefits as allowed under the [Part-Time Teamsters Collective Bargaining Agreement](#).

## Application Procedures:

Anyone interested in this position should apply through EdJobsNW AND submit a letter of interest to David Eacker, Assistant Principal of Centralia Middle School at [deacker@centralia.wednet.edu](mailto:deacker@centralia.wednet.edu). Current employees of Centralia School District need only to send a letter of interest to David Eacker.

### Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.				X	
Lift/push/pull/carry objects 11-20 lbs.		X			
Lift/push/pull/carry objects 21+ lbs.	X				
Standing up to one hour at a time					X
Standing up to two hours at a time					X
Standing for more than two hours at a time					X
Stooping and bending					X
Ability to reach and grasp objects					X
Manual dexterity or fine motor skills					X
Ability to communicate orally					X
Ability to hear					X
Proofreading and checking documents for accuracy				X	
Using a computer and computer software				X	
Using various technology tools				X	
Working in a normal office environment with few physical discomforts				X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				X	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions	X				
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	X				
Operating school buses, light and heavy duty trucks & automobile and/or vans	X				