



**Centralia School District  
Job Description  
Paraeducator: General**

**Reports to:** Principal

**Location:** Edison Elementary

**Bargaining Unit:** Part-Time Teamsters

**FLSA Status:** Non-Exempt

**Job Summary:**

Paraeducators collaborate with administration and staff to provide supervision and instruction to a variety of students in a variety of settings.

**Required Qualifications:**

- Associates' Degree or 72 quarter college credits or have passed the ETS
- Ability to obtain a Criminal Justice fingerprint clearance
- 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 support the District's vision, mission, and goals including the belief that all students can succeed
- Demonstrated ability to maintain a positive attitude
- Ability to maintain timely and professional lines of communication with students, families, staff, and building administration
- Ability to create organizational systems and to flexibly respond to changing student needs, meet deadlines, and multi-task when necessary
- Ability to function in a calm, efficient, courteous manner under stress and exercise careful judgment, confidentiality, and tact in the performance of duties
- Ability to maintain strict confidentiality, work effectively under pressure, and maintain professional relationships with students, co-workers, and administration
- Ability to work independently
- Ability to provide proof of being fully vaccinated against COVID-19
- Ability to perform the essential functions of the position with or without reasonable accommodations

**Preferred Qualifications:**

- Ability to speak Spanish
- Positive experience working with adolescents
- Experience working in a K-12 school setting

**Essential Functions for this Position:**

- Communicates clearly, accurately, concisely, and professionally
- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives
- Assists teachers for the purpose of implementing lesson plans
- Monitors students in a variety of settings and activities to ensure a safe and positive learning environment
- Provides individual and/or small group instruction to students based on direction from teachers or administrators
- Performs record keeping and basic clerical functions to support the building and other staff
- Attends various meetings to support students
- Listens to student concerns to determine if appropriate action or referral to other staff is needed
- Maintains the physical appearance of work areas to provide an educationally stimulating environment
- Attends trainings as directed or appropriate
- Other duties as assigned

**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 position for the 2022-2023 school year: M-F (excluding non-school days), 6.5 hours per day

**Benefits:**

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

**Application Procedures:**

Anyone interested in this position should apply through [www.edjobsnw.org](http://www.edjobsnw.org) AND submit a letter of interest to Josue Lowe, Principal of Edison Elementary at [jlowe@centralia.wednet.edu](mailto:jlowe@centralia.wednet.edu). Current employees of Centralia School District need only to send a letter of interest to Josue Lowe.

### 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 automobile, vehicle or van	x				