



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

Reports to: Principal

Location: Oakview Elementary

Bargaining Unit: Part-Time Teamsters

FLSA Status: Non-Exempt

Job Summary:

Paraeducators working in the preschool classrooms assist the classroom teacher in supervision and instruction of special education students by following the goals of the student's Individual Education Plan.

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
- Right response trained or willing to be trained upon employment
- 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 and/or developing daily living and behavioral skills
- Administers first aid, medical, and/or physical assistance (moving, lifting, eating, toileting, tube feeding, catheterizations, etc.)
- Monitors individual students, classroom and/or playground activities to maintain a safe and positive learning environment
- Maintains classroom equipment and students' files/records as they pertain to special education
- Confers with teachers to provide input on schedule development, lesson planning, and student progress
- Restrains students using Right Response Training methods when appropriate
- Performs record keeping and basic clerical functions to support the teacher(s)
- Attends various meetings to support students
- Attends trainings as directed or appropriate
- Other duties as assigned

Salary:

\$17.89-\$23.88 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: 3 hours per day (9:00 a.m.to 12:00 p.m.) – temporary for the remainder of the 22-23 school year.

Benefits:

Sick leave and personal leave; 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 AND submit a letter of interest to Crystal Allen, Principal of Oakview Elementary School at callen@centralia.wednet.edu. Current employees of Centralia School District need only to send a letter of interest to Crystal Allen.

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				