

Cosmopolis School District No. 99

1439 Fourth Street Cosmopolis, Washington 98537 (360) 532-7181 www.cosmopolisschool.com

Principal/Superintendent, Ann Tracey

Position: Substitute Paraeducator

Rate of Pay: \$16.27/hour

Term: On-call Position

Hours: Hours Vary

Education & Experience:

- Graduation from high school or evidence of equivalent educational proficiency.
- AA degree or a passing score of 461 on the ParaPro Assessment tests from ETS or 2 years of approved study at an institution of higher education
- Valid First Aid card & CPR endorsement with ability to perform CPR if necessary
- WSP-FBI background clearance required.

Knowledge Skills & Abilities:

Experience and knowledge working with students of all ages from preschool to sixth grade in a school setting preferred
Experience and knowledge working with special needs students to include but not limited to, physical and/or mental disabilities ranging from low incidence to severe

Adequate physical strength, must be able to lift a minimum of 35 lbs up to 50 lbs

Demonstrated ability to safely manually handle/move/lift or transport student if necessary in controlled or uncontrolled environment

Ability to communicate in a positive manner effectively with students, parents, faculty and administrators

Ability to assist teacher and lead class when necessary

Ability to act/move quickly to situations when the need arises

Ability to accurately complete job duties with minimal supervision

Must be able to work effectively and professionally under pressure and continual interruptions

Knowledge and experience working with computers, general office equipment, and general office operations Must be able to perform multiple tasks simultaneously with demonstrated ability to be flexible and versatile Must be able to perform the essential job functions and scheduled assignments

Hepatitis B/HIV training

Essential Job Functions:

- Assist student (s) with assignments and special needs as designated by the Teacher/Principal and other certificated specialists.
- Performs routine functions under the direction of the Teacher, Principal, and/or other certificated specialists. ▪ Establish and maintain a positive and professional working relationship with students, staff, volunteers and community members, maintaining confidentiality.
- May perform assigned classroom duties including: independently instruct students in all subject areas; prepare materials and develop worksheets for individual students; and may implement behavior management plans. ▪ Maintains a constant vigilance for safety of the students
- May lift/transport/transfer student as needed either manually or with equipment.
- May change diapers or toilet students as necessary.
- May perform assigned patrol/lunch/recess/bus duties, which may include: supervise cafeteria/playground; and supervise/assist students pre and post boarding of buses.
- Attend in-service training which may include: preventing back injuries; implementing behavior management plans consistently; microcomputer skills; and information on disabilities, etc.
- Perform other duties as assigned.

Conditions of Work:

Classroom environments may include the ability to handle and lift students with severe physical limitations; ability to work comfortably with children on the floor for extended periods of time. Willingness and ability to use physical restraining techniques as directed and appropriate. Physical demands include (based upon assignment): standing for long

periods of time, walking, sitting, use of hands to finger, handle, or feel; reach with hands and arms; climb or balance, stoop, kneel, crouch, crawl, bend and taste or smell. Noise level will range from quiet to very noisy. Employee is exposed to outside weather conditions when traveling from building to building, recess, multipurpose room, bus drop off/pick up etc...

To request an application, please contact Human Resources at 1439 Fourth St., Cosmopolis, WA, 98537 (360) 532-7181 or visit our website at www.cosmopolisschool.com. If you have a current application with the Cosmopolis School District and would like to be considered for this position, please submit a letter of interest to Human Resources.

EQUAL OPPORTUNITY EMPLOYER

The Cosmopolis School District No. 99 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to age, race, color, creed, national origin, marital status, gender, sex, sexual orientation including gender identity, presence of any sensory, mental for physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to other designated youth groups. The district may give preference to a United States Citizen over an authorized alien if two candidates are equally qualified. Inquiries regarding compliance and/or grievance procedures may be directed to the Title IX/RW 28A.640 Officer and Section 504 and the Americans with Disabilities Act Coordinator, Ann Tracey at 1439 Fourth St., Cosmopolis, WA 98537 (360-532-7181.)