CLASSIFIED POSITION
PARAEDUCATOR INSTRUCTIONAL
SPECIAL EDUCATION
COUGAR CREEK ELEMENTARY SCHOOL
LEAVE OF ABSENCE

POSTING: 2015/2016-110

Announcement Date: August 30, 2016
Screening Date: September 8, 2016
Applications Due By: Open Until Filled
Responsible To: Building Principal/Director of Learning Support Services

Description of Position: This is a leave of absence position from the date of hire until November 4, 2016. The contract may be extended if necessary. This position is 6.5 hours per day and follows the student calendar. The Paraeducator will work with special education student(s) to provide individualized academic assistance. The successful candidate will demonstrate flexibility, cooperation, and excellent communication, be a team player and demonstrate successful experience working with students with behavioral issues.

Minimum Competencies Required:
• High School diploma or equivalent
• AA degree or higher in related field is desired
• Training and experience with behavioral programs and students with special needs
• Experience working with Autistic children desired
• An understanding of the value of providing instructional and other direct services to all children and youth with disabilities
• Ability to provide positive behavioral support and management
• Ability to motivate and assist youth
• An understanding of the roles and responsibilities of certificated/licensed staff and paraeducators
• Ability to practice ethical and professional standards of conduct, including the requirements of confidentiality
• Ability to utilize appropriate strategies and techniques to provide instructional support in teaching and learning as developed by the certificated/licensed staff
• Ability to work with and control students
• Previous experience with like duties preferred
• Ability to communicate effectively with people
• Ability to tutor individuals
• Training and experience with tutoring programs desired
• Right Response Trained or willingness to receive training in de-escalation and safe restraint techniques
• Ability to function effectively and efficiently as a team member

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**Hours Worked Per Week:** 6.5 hours per day, 180 days per year

**Wage Rate/Benefits:** $13.44 - $17.66 (Per PSE Schedule A for 2016-2017)

**Probationary Period:** Per PSE Agreement - Up to 60 working days

**APPLICATION PROCEDURES:**

**IN-DISTRICT APPLICANTS (within job title of Paraeducator)**
1. Letter of interest to include:
   - Posting number
   - Specify how you meet the desired qualifications

**IN-DISTRICT (outside of the job title of Paraeducator) OR OUT OF DISTRICT APPLICANTS**

1. Classified District Application
2. Letter of interest to include:
   - Posting number
   - Specify how you meet the desired qualifications
3. Letters of References (3)

**Apply to:** Valori Smith, Human Resource Officer
Lakewood School District No. 306
P.O. Box 220
North Lakewood, WA 98259
Phone: (360) 654-2071
FAX: (360) 652-4509
Email: vsmith@lwsd.wednet.edu

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**Immigration Reform and Control Act Requirement:** The recommended applicant, if not a current employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

**Disclosure Statement and Background Check:** Pursuant to Chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol. Employment status is contingent on verification of background check clearances.

**Job Sharing:** Per School Board Policy, #3550, the District will accept applications from individuals wishing to share a position.

**NON-DISCRIMINATION AND AFFIRMATIVE ACTION NOTICE**
The Lakewood School District is an Affirmative Action Equal Opportunity Employer. Applications from all groups are encouraged. Lakewood School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Board Policy #5010 provides the steps that shall be taken in the grievance process. Inquiries regarding compliance and/or grievance procedures may be directed to:

- **TITLE IX/RCW 28A.640 COMPLIANCE OFFICER**
- **SECTION 504/ADA COORDINATOR**
- **DISTRICT COMPLIANCE OFFICER**
- Daniel Lee, Director of HR & Administrative Services
  17110 16th Dr NE
  Marysville, WA 98271
  360-652-4500