CLASSIFIED POSITION ANNOUNCEMENT

PARAEDUCATOR – INSTRUCTION
LIBRARY
LAKEWOOD HIGH SCHOOL

Posting: 2015/2016-29

Announcement Date: December 9, 2015
Screening Date: December 15, 2015
Applications Due By: Open Until Filled
Responsible To: Building Principal

Description of Position: This position will be 3.5 hours per day from 10:30 a.m. to 2:00 p.m. following the student calendar. The successful candidate will assist the librarian with non-instructional tasks related to the pupil’s use of the library. A successful candidate will demonstrate flexibility, cooperation, excellent communication, be a team player and demonstrate successful experience working with a wide range of students.

Minimum Competencies:
• Prior school library experience preferred
• High School Diploma or equivalent
• AA degree or higher in related field, two years of high education, or demonstration of successful passage of ETS Para-pro test
• Experience and training in working with and supervising students in a library setting is preferred
• Experience with computers, copy machines, printers and laminators
• Experience with automated library circulation system preferred
• Ability to function effectively and efficiently as a building team member
• Able to work accurately with the dewey decimal system
• Ability to work with and control students
• Ability to provide positive behavioral support and management
• Ability to motivate and assist elementary and secondary students
• Ability to practice ethical and professional standards of conduct, including the requirements of confidentiality
• Must have good interpersonal skills and an ability to communicate effectively with co-workers and students, both written and orally
• Ability to work quickly and accurately in time pressure situations
• Able to work independently and without direct supervision
• Ability to trouble-shoot and problem solve

Continued
**Hours Worked Per Week:** 3.5 hours per day, 180 days per year, student calendar

**Wage Rate/Benefits:** $13.17 - $17.37 (Per PSE Schedule A for Paraeducator – Instruction)

**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) 652-4502
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 I-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