PARAEDUCATOR - INSTRUCTION
LAKEWOOD ELEMENTARY SCHOOL
2016 SUMMER SCHOOL ONLY

POSTING: 2015/2016-61

Announcement Date: March 24, 2016
Screening Date: April 1, 2016
Applications Due By: Open Until Filled
Responsible To: Building Principal/Director of Teaching and Learning

Description of Position: This position will be for the 2016 summer school program. The hours will be from 8:30 a.m. to 12:00 p.m., Mondays – Thursdays, from July 25th to August 18th. The successful candidate will work with the Summer Support Reading Teachers to support the summer reading program and supervise the library. A successful candidate will demonstrate flexibility, cooperation, and excellent communication, be a team player and demonstrate successful experience working with students.

Minimum Competencies Required:
- High School diploma or equivalent
- AA degree or higher in related field, two years of higher education, or demonstration of successful passage of ETS Para-pro test preferred
- An understanding of the value of providing instructional and other direct services to students with disabilities, and/or who are struggling to succeed academically
- Supportive of an environment favorable to learning and to the personal, physical, emotional, psychological and behavioral growth of each child
- Exceptional patience, flexibility, dedication and in-depth understanding of the difficulties of students with learning disabilities
- Ability to provide positive support and management of student behavior
- 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
- Strong skills in communication, both written and verbal
- Flexibility, scholarship, commitment to accomplishment, and enthusiasm for profession
- Able to take direction from lead teacher, certificated/licensed staff
- Training/experience with tutoring programs and ability to tutor individual and small groups of students
- Ability to work collaboratively and effectively as a positive member of a team
- Must have good interpersonal skills and an ability to communicate effectively with co-workers and students, both written and orally

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**Hours Worked Per Week:** 3.5 hours per day, 16 days  
**Wage Rate/Benefits:** $13.17 - $17.37 (Per PSE 2015-2016 Salary Schedule)  
**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

**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