

LAKWOOD SCHOOL DISTRICT NO. 306

P.O. Box 220 • North Lakewood, WA 98259-0220 • Snohomish County • (360) 652-4500

CLASSIFIED POSITION ANNOUNCEMENT

LAKWOOD ELEMENTARY SCHOOL PARAEDUCATOR - SUPPORT PLAYGROUND & LUNCH SUPERVISOR

POSTING: 2017/2018-5

Announcement Date: September 6, 2017
Screening Date: September 13, 2017
Applications Due By: Open Until Filled
Responsible To: Building Principal

Description of Position: The successful candidate will work with the school principal and other support staff to maintain a harmonious atmosphere in the lunchroom and on the playground during recess. This position is 3 hours per day. The work schedule will be from approximately 11:05 a.m. to 2:05 p.m. daily except on alternate schedule days (half days, late start, etc.). The building principal will set the regular and alternate schedule times.

Minimum Competencies Required:

- High School diploma or equivalent
- Ability to work well with elementary students, staff, community members, parents and administration
- Ability to practice ethical and professional standards of conduct, including the requirement of confidentiality
- Ability to de-escalate inappropriate behavior
- Ability to provide positive support and proactive management of student behavior
- Ability to observe behavior and control student actions
- Ability to report accurately the actions of students
- Ability to react quickly and give appropriate levels of aid in cases of emergency
- Must obtain a first aid certificate within 60 days of hire
- Willing to work in inclement weather conditions
- Maintain temperament that will work easily with adults and wide range of children's ages
- Able to work productively and demonstrate a strong work ethic
- Must have good interpersonal skills and an ability to communicate effectively and efficiently with co-workers and students, both written and orally
- Commitment to continued professional growth and willing to learn new demands of position as they come up
- Ability to work with both individual and large number of students
- Ability to interact effectively and patiently with students experiencing a wide range of emotional, physical and behavioral concerns while maintaining an "even temper"

Continue on back

<u>Hours Worked Per Week:</u>	3 hrs per day /175 days per year, student calendar
<u>Wage Rate:</u>	\$13.47 - \$17.69 Per PSE Collective Bargaining Agreement
<u>Benefits:</u>	Per PSE Collective Bargaining Agreement
<u>Probationary Period:</u>	Per PSE Agreement - Up to 60 working days

APPLICATION PROCEDURES:

IN-DISTRICT APPLICANTS (within job title)

1. Letter of interest to include:
 - Posting number
 - Specify how you meet the desired qualifications

IN-DISTRICT (outside of the job title) 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: Tina Bustad, 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: tbustad@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