



## **ORIENT SCHOOL DISTRICT #065 JOB DESCRIPTION: PARA EDUCATOR- INSTRUCTIONAL AIDE-**

**SUMMARY:** Performs any combination of following instructional tasks in classroom to assist teaching staff of public or private elementary or secondary school: Discusses assigned teaching area with classroom teacher to coordinate instructional efforts. Prepares lesson outline and plan in assigned area and submits outline to teacher for review. Plans, prepares, and develops various teaching aids, such as bibliographies, charts, and graphs. Presents subject matter to students, utilizing variety of methods and techniques, such as lecture, discussion, and supervised role playing. Prepares, administers, and grades examinations. Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts. Confers with parents on progress of students. May specialize in single subject area.

### **DICTIONARY OF OCCUPATIONAL TITLES:**

**099.372.010 TEACHER AIDE I (education) alternate titles: teacher assistant**

**REPORTS TO:** Supervising Teacher/ Building Principal.

**FAIR LABOR STANDARDS ACT (FSLA) STATUS:** Non-Exempt

### **ESSENTIAL DUTIES AND RESPONSIBILITIES.**

The following duties are included, and other duties may be assigned.

- Stays in contact with the assigned teacher about student achievement and progress, administering tests, grading papers, and recording grades (i.e., non-dress)
- Assists with scheduling and designing curriculum for various subjects, (e.g., art, keyboarding, library, and reading)
- Plans, prepares, and develops various teaching aids (i.e., as bibliographies, charts, and graphs)
- Supervises restroom breaks, recesses, and cafeteria.
- Administers, proctors and grades examinations
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts, keeping them on task
- Maintain records for locker combinations and locks
- Clerical skills for library, office, and classroom, aware of copyright laws
- Knowledge of computer technology to key work documents, spreadsheets, and presentations
- Supervises students in and around the school
- Takes normal disciplinary actions in accordance with district/school policies

- Be familiar with playground rules and procedures
- Assists students with clothing and other protective items depending upon weather conditions
- Provides regular reports to the principal of rule infractions
- Utilizes technology as both a management and learning tool
- Anticipates problems, where possible, and recommends appropriate policies to the Principal and Superintendent
- Knows the policies of the school system and administration of those policies
- Shall take responsibility for and take reasonable precaution to protect life, health, and well-being of all persons in the building
- Maintains records, as determined by state records retention information
- Keeps current with employee safety training, such as blood-borne pathogens training, etc.
- Communicates school programs to the community
- As a District employee, follows all district policy and State law

## QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

High School Diploma or equivalent. Successful completion of a formal assessment (test or portfolio to demonstrate knowledge and ability to assist in the instruction of reading, writing and mathematics) Praxis-Pro test provided by the district; related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret curriculum materials.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of mathematics, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Highly Qualified paraprofessional status and/or the ability to obtain this status.

First Aid Card.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, or hear. The employee frequently is required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, run, bike or jog.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 65 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work in outside weather conditions.

The noise level in the work environment is usually moderate.

Classified employee application available at: **orientsd.org** and at the district office- 374 4<sup>th</sup> Ave., Orient, WA

An application, letter of interest, resume' and recommendations should be submitted to: **Sherry Cowbrough, Superintendent**

[sherry.cowbrough@orientsd.org](mailto:sherry.cowbrough@orientsd.org)  
509-684-6873

Orient School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights and Section 504 Coordinator, Sherry Cowbrough, 509-684-6873, [sherry.cowbrough@orientsd.org](mailto:sherry.cowbrough@orientsd.org). Title IX, Gretchen Cruden 509-684-6873. [Gretchen.cruden@orientsd.org](mailto:Gretchen.cruden@orientsd.org). 374 4th Ave., Orient WA 99160.