

**STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Paraeducator - Title I Learning Support Assistant

Classification: Paraeducator

Reports to: Title I Teacher

Evaluated by: Building Principal

PURPOSE STATEMENT

Provide supplemental individual tutoring and small group instruction in reading and/or math to K-5 students who are not meeting grade-level expectations.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Under the supervision of the building Title I teacher, provide supplemental instruction in reading and math for individual and small groups of students who qualify for Title I assistance;
- Assist the Title I teacher in administering a variety of assessments and monitoring/reporting student progress;
- Assist in organizing materials and maintaining records necessary for Title I program compliance;
- Document student progress as directed by the Title I teacher;
- As directed by the Title I teacher, communicate with teachers, parents, and students regarding progress; and
- Perform related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills.
- Strong mathematical understanding and skills.
- Ability to effectively engage and motivate small groups of students with a variety of learning needs
- Ability to learn and effectively implement new strategies for instruction in reading and mathematics.
- Knowledge of the essential components of reading instruction (Reading Links Training)
- Knowledge of effective strategies for assisting students struggling in mathematics (MASS training preferred)
- Knowledge of Title I program requirements
- Ability to effectively assess and communicate student progress
- Knowledge of a variety of assessments in both mathematics and reading and the ability to utilize and score assessments accurately.

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- Ability to work collaboratively with peers
- Computer literacy skills (ability to enter assessment data, create reports, communicate effectively with teachers and parents using spreadsheets and word documents)

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

The Title I learning support assistant will typically work in an indoor setting with individual and small groups of K-5 students in a variety of classroom settings. The job requires sitting, squatting, kneeling, and walking between classrooms throughout the school setting numerous times a day. The employee is required on occasion, to engage in some lifting of teaching materials, boxes, etc. and must be physically able to lift 35 lbs unassisted. Interactions and stressors typical to a classroom setting are present in this job. The employee must be able to address frequent interruptions and maintain focus on the targets for student learning.

Experience

- Successful experience working with small groups of students in a Title I or Learning Assistance Program in both in-class and pull-out models
- Experience with effective tutoring strategies (Success For All training preferred)
- Experience administering a variety of reading and math assessments: (DIBELS, IRI, CBM, Kirwan Phonemic Awareness Assessment., CORE Phonics Inventory, Words Their Way Inventory, etc.)
- Experience implementing reading/math intervention programs (SRA Early Interventions, ORIGO, Road to the Code, REWARDS, Read Naturally, etc.)
- Experience with Title I program requirements and record-keeping

Special Requirements

- Must be Highly Qualified per ESEA Requirements for Title I:
 - two years of study at an institution of higher education, **or**
 - an associate (or higher) degree, **or**
 - a formal assessment that meets State and District standards
- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

Certificates

FLSA Status:

Non-exempt

Salary Range: PSE Schedule A

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