

LOPEZ ISLAND SCHOOL DISTRICT NO. 144

86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212

POSITION ANNOUNCEMENT

Lopez Island School District  
Substitute Special Services Program Assistant (Paraprofessional)

**POSTING:** 11/12-06

**Announcement Date:** 10/12/11  
**Applications Due by:** Open until filled  
**Responsible to:** Director Special Services

**Job Summary**

Special Services Program Assistant positions may be multi-funded. This position is as a substitute for the 2011-2012 school year. Hours may vary depending on scheduling needs.

**Special Education funded:**

Personnel in this position carry out specific educational program activities with students eligible for special services, ages 3-21, under the direction of special education certificated or licensed staff, special education teacher, speech and language therapist (SLP), and or physical/occupational therapist (PT/OT). Responsibilities include scheduling students for program activities; working with students individually, in small groups, and/or in general classrooms; maintaining data and records; documenting progress, and assisting teachers in modifying student behavior.

**Title I and/or LAP funded:**

Personnel in this position provide instruction and/or classroom support for students eligible for Title I (all students in a Title I Schoolwide Program) and/or LAP services, grades K-12, under the direction of the Special Services Director and in cooperation with classroom teachers, other special services staff, and parents. Responsibilities include working with students individually, in small groups, and/or in general classrooms; maintaining data and records; administering program or classroom assessments; and monitoring individual student learning plans or parent/student/teacher compacts.

**Duties and Responsibilities:**

1. Prepare instructional materials and teach lessons as designed and directed by the special education teacher, SLP or PT/OT (special education) or as planned in collaboration with classroom teachers or other special services staff (Title I/LAP).
2. Instruct students individually or in small groups in a variety of program learning activities as initiated by the supervising teacher. Support individualized and small group instruction that is coordinated with regular classroom curriculum and provides students with ways to maximize learning strengths and compensate for learning differences.
3. Monitor student behavior in the classroom and assist with classroom teacher's classroom management system and/or as specified on a student's IEP. Model appropriate behaviors and create a supportive environment to enhance learning, self-image, attitudes and social skills.
4. Assist with assessment of students and serve as a contributing member of the IEP and/or parent-teacher team.
5. Attend staff and team meetings, as required.
6. Attend professional workshops to hone instructional skills.
7. Perform related duties, as assigned.
8. Demonstrated personal safety and ability to promote safety in the workplace, including abstinence from the influence of alcohol or other illicit substances while on the job.

**Reporting Relationship:** Reports to the Special Services Director.

**Salary Level:** – Substitute rate.

Qualifications:

- Ability to organize, perform and evaluate a program or activities with a minimum of supervision.
- Ability to be flexible and consistent
- K-12 grade level experience and/or training working with students with emotional and behavioral needs
- Ability to deal with K-12 special needs children in a positive and confident manner.
- Ability to learn effective instructional methods for special needs students.
- Ability to learn data collection and maintain accurate records.
- Ability to work as part of a team
- Effective written and oral communication skills
- Demonstrated record of personal safety and ability to promote safety in the work place, including abstinence from the influence from alcohol and other illicit substances, while on the job.
- WSP/other background clearance and other district forms required.

Licenses/Special Requirements:

None. Optional First Aid and CPR training, as required by the District.

Working Conditions:

Working with special needs students can be joyful, rewarding and challenging. A program assistant experiences activity-filled, fast-paced days. She or he must be organized and able to quickly monitor and adjust to moment-to-moment variables, e.g., interruptions, schedule changes, or students' behavioral or emotional needs. Clerical work needs to be accurate and timely. Occasionally exposed to infectious disease. May need to attend to personal hygiene of some children.

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

Apply to: Christina Krantz, Human Resources Officer  
Lopez Island School District  
86 School Rd  
Lopez Island, WA 98261 Phone: 360.468.2202 ext. 2300  
FAX: 360.468.2212  
www.lopezislandschool.org

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current employee will be required to complete an INS 1-9 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: Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.

Nondiscrimination: The Lopez Island School Dist. #144 is an Affirmative Action Equal Opportunity Employer. Lopez Island School District 144 complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, gender, age, sexual orientation including gender expression or identity, marital status, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability, or qualified individuals with disabilities. Applications from all groups are encouraged. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquires regarding compliance and/or grievance procedures may be directed to the school district's title IX/RCW 28A.640 Officer and/or Section 504/ADA coordinator, 86 School Rd., Lopez Island, WA 98261, 360.468.2202.