

LOPEZ ISLAND SCHOOL DISTRICT NO. 144

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

CLASSIFIED POSITION ANNOUNCEMENT

Lopez Island School District
Substitute Preschool Parapro

POSTING: 18/19-24

Announcement Date: December 20, 2018
Applications Due by: Open until filled
Applications Screened: Upon submission
Responsible to: Special Services Coordinator and Principal

Job Summary

This position is for a substitute Special Services Program Assistant working in Lopez Cooperative Preschool for the remainder of the 2018-2019 school year on an as needed basis.

Personnel in this position will carry out specific educational, behavioral, physical, speech, and other appropriate therapy, and program activities with the special needs students under the direction of the special education certificated staff for each area. Responsibilities include working with preschool students individually, in small groups, and/or in the general school classrooms; maintaining data and records; documenting progress; and assisting teachers and specialists in serving student needs.

Duties and Responsibilities:

- Instruct and assist preschool students individually or in small groups in a variety of program, educational and therapeutic learning activities as designed by the supervising teacher, special education personnel, and specialists. Provide frequent anecdotal and other data, observation notes, etc., to staff and parents/guardians, as directed by certificated special services staff.
- Monitor student behavior, progress, and health in the classroom and other school sites, as outlined in the IEP and as directed by the teacher and specialists. Assist in creating a supportive environment to enhance learning, self-image, attitudes and social and physical skills. May include diapering/toileting.
- Perform related duties, as assigned.

Reporting Relationship: Reports to the Special Services Coordinator.
Evaluation: Annual evaluation minimum, more at the discretion of the administrator.
Salary Level: Program Assistant level in PSE Collective Bargaining Agreement

Minimum Qualifications:

- Must be at least 18 years of age and hold a high school diploma or its equivalent.
- Must be highly qualified by NCLB standards.
- Completed at least 2 years of study through an institution(s) of higher education; or obtained an associates (or higher) degree; or have a passing grade on the Education Testing Service's Paraeducator Assessment (or be willing to complete the assessment through LISD).
- Early Learning background clearance.
- Satisfactory completion and compliance with District application and employment requirements.

Desired Qualifications:

- Ability to organize and perform a comprehensively designed individualized program of varied activities with a minimum of supervision.
- Willingness to learn student communication app and related technology.
- Ability to be flexible and consistent.
- Experience and/or training working with students with involved physical needs, desired

- Ability to deal with children with special needs in a positive and confident manner.
- Ability to learn effective instructional methods for students with special needs.
- Ability to learn data collection and maintain accurate records, including anecdotal observations and journaling.
- 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.

Licenses/Special Requirements:

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

Working Conditions:

Working with students with special needs 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, physical, or emotional needs. Clerical work needs to be accurate and timely. The ability to physically manipulate, and otherwise physically assist a child up to 50 pounds is required.

Application Procedures:

Current employees should submit a letter indicating interest in the position; include the position’s title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Applicants must submit the following information to the Human Resources Office:

- 1. Letter indicating interest
- 2. Completed district application
- 3. Complete resume of personal history, education, experience and references
- 4. Three letters of recommendation

Please mail your original application packet to:

Renee Koplan, Human Resources Specialist
 Lopez Island School District #144
 86 School Road
 Lopez Island, WA 98261

Phone: 360.468.2202 ext. 2303

FAX: 360.468.2212

hr@lopez.k12.wa.us

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 o 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. The District provides equal access to the Boy Scouts and other designated youth groups. 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 Superintendent who is the title IX/RCW 28A.640 Officer, Section 504/ADA coordinator, and RCW 28A.640 and 28AA.642 Coordinator, 86 School Rd., Lopez Island, WA 98261, 360.468.2202.

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