

LOPEZ ISLAND SCHOOL DISTRICT NO. 144

86 School Rd. Lopez Island, WA 98261

(360) 468-2202/Fax (360) 468-2212

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

Applications Due by: Reviewed upon submission

Responsible to: Special Services Coordinator and Principal

Job Summary

Special Services Program Assistant positions may be multi-funded. Hours may vary depending on scheduling needs.

Description:

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 working with students individually, in small groups, and/or in general classrooms; and assisting teachers in modifying student behavior.

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. Perform related duties, as assigned.
5. 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: Per PSE Salary Schedule Substitute Rate.

Qualifications:

- Ability to organize, perform and evaluate a program or activities with a minimum of supervision.
- Ability to be flexible and consistent
- Pre-K-12 grade level experience and/or training working with students with emotional and behavioral needs
- Ability to deal with Pre-K-12 special needs children in a positive and confident manner.
- Ability to learn effective instructional methods for special needs students.
- 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:

Be at least eighteen years of age and hold a high school diploma or its equivalent; **and**

- a) Have received a passing grade on the Education Testing Service's Paraeducator Assessment; **or**
- b) Hold an Associate of Arts degree; **or**
- c) Have earned seventy-two quarter credits or forty-eight semester credits at an institution of higher education; **or**
- d) Have completed a registered apprenticeship program.

LISD may arrange testing for otherwise qualified applicants.
Optional First Aid and CPR training.

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.

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, but are required to submit a detailed letter of interest, citing qualifications and experience.

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

1. Letter of application indicating interest
2. Completed Classified Employment Application

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

Apply to:

Renee Koplan, Human Resources Officer
Lopez Island School District
86 School Rd
Lopez Island, WA 98261 Phone: 360.468.2202 ext. 2300
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 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 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. 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/RWCW 28A.640 Officer and/or Section 504/ADA coordinator, 86 School Rd., Lopez Island, WA 98261, 360.468.2202.