



Quileute Tribal School

40 Ocean Drive
La Push, Washington 98580
360-374-5609 Fax 360-374-5609



JOB DESCRIPTION

JOB TITLE: Para Educator
EXEMPT: No
SALARY LEVEL: Based on School Salary Schedule (90-day Probation Period)
SHIFT: 8 hours per day – 185 days per year (8:00 am – 4:00 pm or as assigned)
LOCATION: Quileute Tribal School
EMPLOYEE: Classified Employee
REPORTS TO: Student Services Director or designee

REVIEWED BY: Anita Baisley, Sheri Crippen, Karen White DATE: January 5, 2018

APPROVED BY: Mark Jacobson, Superintendent DATE: January 9, 2018

SUMMARY: Performs any combination of the following instructional tasks in classroom(s) to assist the K-12 teaching and/or special programs staff with students from age 3 to 21.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following:

- Relieves the teacher of routine clerical duties in the classroom(s) and/or special programs area(s).
- Tutor students in core curriculum areas or in any/all areas identified in IEP, 504 Plan, or as directed by his/her supervisor.
- Strong language arts, math and spelling skills.
- Orders, checks and prepares materials and/or equipment for use in classroom and/or work areas as directed by supervisor.
- Ability to work with and meet the needs of all types of students, regardless of their nationality, religion, or gender, including but not limited to students with severe, moderate, and low Special Education needs; gifted learners; student with limited English speaking skills; and migrant students.
- Reports learning or other difficulties encountered by students to the certificated staff.
- Assists with test administration.
- Scores objective tests according to procedures prescribed by certificated personnel.
- Ability to get along with students, staff, and community members.
- Serve as a role model and present a positive attitude to students, staff, and parents at all times.
- Basic office skills necessary include word processing, typing, filing, sorting, etc.
- Ability to supervise students during recess, lunch, field trips, and in other educational settings.
- Ability to work one-on-one with a variety of students (gifted, special needs/Special Education, and regular education students).
- Ability to handle disruptions and behavior problems.
- Comply with and enforce all school policies and procedures.

- Ability to understand and follow both written and oral directions.
- Properly handle body fluids, change diapers, and, after receiving training, give shots as required to meet student needs if required.
- If necessary, willingness to learn sign language.
- Support the value of education, promote high expectations, demonstrate a caring attitude, assist teaching staff in establishing an appropriate environment to enhance learning, and model appropriate behavior.
- Must be punctual and have good attendance.
- Maintain confidentiality.
- Other duties as assigned.

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Effective September 1, 2018, all paraeducators must:

1. Be at least eighteen years of age and hold a high school diploma or its equivalent; and
2. Have received a passing grade on the Education Testing Service's Paraeducator Assessment; **or**
3. Hold an Associate of Arts degree; **or**
4. Have earned seventy-two quarter credits or forty-eight semester credits at an institution of higher education; **or**
5. Have completed a registered apprenticeship program.

TRAINING REQUIRED: Training required in school policies and procedures, HIV/Aids, Title IX, Families Right to Privacy, Safety, Hepatitis A and B, self-insured program, telephone system, earthquake/emergency evacuation procedures, and building security system(s).

MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED: Computer; keyboard; printer; VCR; projector; video camera; telephone system; security system; copy machine(s)/television; tape recorder; or other equipment as related to the specific assignment.

VEHICLES OR MOVING EQUIPMENT USED: None.

LANGUAGE SKILLS: Strong spelling skills and an ability to read, analyze, and interpret written materials and instructions and communicate this information in terms the student(s) can understand. Foreign language skills are desirable but not required. Ability to communicate with special needs student(s) using sign language or a willingness to learn if needed.

MATHEMATICAL SKILLS: Basic math skills are needed including the ability to add, subtract, multiply and divide using whole numbers, common fractions, decimals, and percentages. Ability to apply concepts of basic mathematics and algebra as needed.

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, and/or schedule form.

WORK/REST CYCLE: 15-minute breaks every four (4) hours of work; 30-minute duty free lunch. (NOTE – breaks may not be used to extend lunch break or at the start of end of scheduled work day.)

EMPLOYEE WORKS: Inside 80% of day; Outside 20% of day; Total 8 hours

* NOTE: Hours may be adjusted by the school to meet the needs of students and available funding. Inside and outside time may fluctuate based on the student enrollment, IEPs, 504 Plans, and program needs. Employee is not assigned to a specific building and may be assigned/reassigned based on the needs of the school, program, funding, and student needs.

UNPROTECTED HEIGHTS: There are no heights or climbing associated with this position.

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.

PHYSICAL DEMANDS:

| TIME SPENT EACH DAY: | (Hours at one time) | (Hours during the day) |
|-----------------------------|----------------------------|-------------------------------|
| Sitting | 0-3 Hours | 4 - 7 |
| Standing | 15-30 Minutes | .5 - 2 |
| Walking | 15-30 Minutes | .5 - 1 |

REQUIRED ACTIVITIES

(Occasionally = 0 to 33%; Frequently = 33% to 67%; Constantly = 67% to 100%)

| | <i>Frequency</i> | <i>Body Part</i> | <i>Weight</i> | <i>Activity</i> |
|------------|-------------------------|-------------------------|----------------------|---|
| Twist | Frequently | Upper body | 0-10 | Storing/accessing supplies, equipment & files, assisting students |
| Stoop/Bend | Frequently | Legs, lower body | 0-10 | Storing/accessing supplies, equipment & files, assisting students |
| Squat | Occasionally | Legs, lower body | 0-10 | Storing/accessing supplies, equipment & files, assisting students |
| Kneel | Occasionally | Legs, lower body | 0-10 | Storing/accessing supplies, equipment & files, assisting students |
| Crawl | Occasionally | Arms, legs, knees | 0-10 | Assisting children |
| Push/Pull | Frequently | Arms, legs | 10-25 | Moving supplies, TV carts, Wheelchairs, handcarts |
| Climb | Occasionally | Legs | 0-10 | Stairs, step stool |
| See | Constantly | Eyes | N/A | All tasks |
| Hear | Constantly | Ears | N/A | All tasks |

REQUIRED LIFTS

| | <i>Frequency</i> | <i>Body Part</i> | <i>Range/Height</i> | <i>Activity</i> |
|------------|------------------|------------------|---------------------|---|
| 0-10 lbs. | Constantly | Legs, arms | 1"-30" to 8' | Storing/accessing supplies, equipment and files Storing/accessing supplies, equipment and files Assisting student from the floor to chair or chair to wheelchair, to & from toilet, & other |
| 10-35 lbs. | Occasionally | Legs, arms | 1"-30" to 8' | |
| 35+ lbs. | Occasionally | Legs, arms | 1" to 30 " | |

REQUIRED CARRYING

| | <i>Frequency</i> | <i>Body Part</i> | <i>Range/Height</i> | <i>Activity</i> |
|------------|------------------|------------------|---------------------|--|
| 0-10 lbs. | Constantly | Arms, legs | 1" to 60' | Carrying files from office to file cabinets Carrying supplies & assisting students Carrying student as may be needed |
| 10-35 lbs. | Occasionally | Arms, legs | 1" to 60' | |
| 35+ lbs. | Occasionally | Arms, legs | 1' to 30" | |

REQUIRED REACH AND HANDLE

| | <i>Frequency</i> | <i>Body Part</i> | <i>Weight/Distance</i> | <i>Activity</i> |
|-------------------------|------------------|-----------------------|------------------------|--|
| Reach above shoulder | Frequently | Arms | 0-10/3' | Storing/accessing/using supplies & equipment/files Storing/accessing/using supplies & equipment/files Majority of elementary resources are shelved at or below shoulder level; working at tables and equipment |
| Reach at shoulder | Frequently | Arms | 0-10/3' | |
| Reach below shoulder | Constantly | Arms | 0-10/3' | |
| Manual/Finger Dexterity | Constantly | Arms, wrists, fingers | 0-10/3' | Working with equipment; data entry; handling books and materials; assisting children and staff |

SUMMARY OF ENVIRONMENTAL CONDITIONS AND RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must, by definition, be specific and related to the job.

Key to Environmental Factors Rating

NP = Not present in the Job Environment
O = Occasionally - Up to 33% of the time
C = Constantly - 67% to 100%

S = Seldom - Under 5% of Work Day
F = Frequently- From 33% to 67%

Hazards

| | | |
|-----------------|----|---|
| Mechanical | NP | |
| Explosives | NP | |
| Electrical | S | Outlets, vending machines |
| Radiant Energy | NP | |
| Burns | O | Clearing paper jams in copier |
| Sprays | NP | |
| Other hazard(s) | S | Exposure to sick students and staff and contact with students who may kick, bite, hit or scratch |
| Body fluids | S | Changing diapers on students age 3 -21, administering 1 st Aid, feeding and cleaning student(s) before, during and/or after feeding, dealing with all types of body fluids (bleeding, dripping/running nose, saliva, tears, urine, feces, sweat) |

Atmospheric Conditions

| | | |
|---------------------------|----|--|
| Fumes | NP | |
| Mists | NP | |
| Odors | S | Grass clippings, pollen/mold from trees/brush/plants and soils in the region |
| Gases | NP | |
| Dusts | S | Dust from linoleum, carpet, play fields and lawn areas, traffic, |
| Poor ventilation | NP | |
| Other atmospheric hazards | NP | |

Protective clothing/Devices NP

| | | |
|-------------------|---|--|
| Disposable gloves | S | Staff are advised to wear gloves when dealing with body fluids (use caution if allergic to latex or the powder used on some gloves). |
|-------------------|---|--|

Comments: The Data Entry Support employee must remain organized, firm and pleasant while interacting with students, staff and ESD, BIE, BIA, and DOI officials and vendors.

Except as provided in the Indian Preference Act (Title 25, U.S. Code section 472 and 473), there will be no discrimination in selection due to race, color, age, sex, national origin, physical handicap, marital status, politics or membership/non membership in any employee organization.