



841 NE 22nd Ave, Camas, WA 98607

(360) 335-3000

An Equal Opportunity Employer

PSE OPENING
ASSIGNMENT FOR 2011-2012 SCHOOL YEAR ONLY
2/8 – 6/19/12 ONLY

Job: 2011-130
Date: February 8, 2012
Position: Para: Classroom Overload 4th Grade
Location: Dorothy Fox Elementary
Schedule: MTTThF: 11:00 a.m.-12:15 p.m., 1.25 hrs; School Year Calendar Schedule (Or if population of classroom drops to 25 students or below)

Qualifications:

- Minimum high school diploma or equivalent required.
- Must demonstrate appropriate use of written and oral English.
- Ability to work as a team member and a self starter.
- Ability to work independently from verbal/written directions.
- Help to facilitate stations in reading and math.
- Demonstrate rapport with students.
- First Aid/CPR required.
- Must be willing to be flexible and do additional jobs as assigned.
- See attached job description.

Contract: Assignment for 11-12 School Year Only, 2/8-6/19/12. Note: If classroom population drops to 25 students or below, position is eliminated.

Salary: According to PSE Salary Schedule.

Inside Closing Date: February 14, 2012, for applicants from within Camas School District.
Application may be made by submitting a signed letter of interest and a current resume to the Human Resources Department.

Outside Closing Date: Open until filled

Application Procedure:

1. Include a general cover letter of application summarizing your qualifications.
2. Complete a classified employment application form, inserts and materials as required in the application packet, including a resume.
3. Send materials to: Human Resources; Camas School District No. 117; 841 NE 22nd Ave.; Camas, WA 98607.

If the above materials have already been completed and are on file, submit to Human Resources a letter indicating your interest in being considered for this position. If you have questions, you may call between 7:30 a.m. – 4:30 p.m. Monday through Friday at (360) 335-3000.

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District No. 117 does not discriminate in any programs or activities on the basis of race, color, religion, creed, national origin, age, veteran, or military status, sexual orientation, gender expression of identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. If you have concerns, questions, or complaints about alleged discrimination, you can contact Rita Pakenen, HR Director, Title IX officer at 841 NE 22nd Ave., Camas, WA 98607 or by phone at (360) 335-3000.

All Employees are required to furnish proof of identity and employment authorization status. The Camas School District is committed to providing a drug-free, tobacco-free environment for all persons—students, community and staff. Any offer of employment with Camas School District #117 is on a conditional basis pending the successful completion of a FBI and Washington State Patrol fingerprinting and background check.

Job Description Camas School District #117

Position: Paraprofessional – Regular Classroom

Summary: Under supervision of the regular classroom teacher, this paraprofessional will assist the teacher by working with individuals or small groups of students to help them achieve desired skill levels. This employee may also assist teachers with clerical or supervision duties.

- Qualifications:**
1. Must demonstrate appropriate use of written and oral English
 2. Minimum high school diploma or equivalent
 3. Can demonstrate previous successful experience working with adults and preferably children
 4. Demonstrated self-initiative
 5. Demonstrated organizational skills
 6. Demonstrated ability to follow directions

Reports to: Building Administrator or Designee

Tasks

1. Work with individual students or small groups of students to reinforce skills.

TECHNIQUE	Provide instruction in a learning setting using a variety of methods, techniques, and curricular strategies
TOOLS/EQUIPMENT NECESSARY	Texts, instructional materials, overheads, blackboard, etc.
FREQUENCY	Ongoing
PHYSICAL/MENTAL DEMANDS	Reading, writing, clear diction and adequate hearing

2. Operate and care for equipment used by school personnel.

TECHNIQUE	Manipulation of equipment following manufacturer's guidelines
TOOLS/EQUIPMENT NECESSARY	Copiers, ditto machines, typewriters, stencils, button-makers, word processors, etc.
FREQUENCY	Ongoing
PHYSICAL/MENTAL DEMANDS	Reading and ability to follow directions

3. Distribute and collect workbooks, papers and other materials for instruction.

TECHNIQUE	Sorting, organizing, stacking, opening boxes
TOOLS/EQUIPMENT NECESSARY	School materials
FREQUENCY	Ongoing
PHYSICAL/MENTAL DEMANDS	Walking, kneeling, minor lifting, reading, writing

4. Assist with supervision of students during drills, assemblies, regular classroom activities and field trips.

TECHNIQUE	Students and teacher contacts in an appropriate fashion
TOOLS/EQUIPMENT NECESSARY	None
FREQUENCY	Ongoing
PHYSICAL/MENTAL DEMANDS	Adequate hearing, mobility, sound communication skills

5. Keep bulletin boards and other displays up to date as directed by the teacher.

TECHNIQUE	Cutting, stapling, drawing, designing, organizing, sorting, storing
TOOLS/EQUIPMENT NECESSARY	Paper, scissors, glue, stencils, markers, student work, etc.
FREQUENCY	Ongoing
PHYSICAL/MENTAL DEMANDS	Adequate mobility, minor lifting, minor reaching

6. Help students with their clothing, hygiene needs, or clean-up routines as necessary.

TECHNIQUE	Appropriate contacts with students
TOOLS/EQUIPMENT NECESSARY	None
FREQUENCY	Ongoing
PHYSICAL/MENTAL DEMANDS	Adequate mobility, sound communication skills

7. Assists substitute teacher in the absence of the regular teacher.

TECHNIQUE	Students and teacher contacts
TOOLS/EQUIPMENT NECESSARY	None
FREQUENCY	Ongoing
PHYSICAL/MENTAL DEMANDS	Adequate mobility, sound communication skills

Additional Performance Responsibilities:

1. Maintain a high level of ethical behavior and confidentiality
2. Assists the classroom teacher and/or the building principal with other school related tasks as necessary

Successful Performance Requires:

1. Ability to communicate effectively
2. Strong organizational skills
3. Self-initiative
4. Ability to follow directions
5. Strong regard for and relationships with children and peers
6. Punctuality
7. A good sense of humor
8. Ability to treat all students and staff with dignity