



PARKROSE SCHOOL DISTRICT  
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Parkrose School District affirms the diversity of our local communities including race, religion, national or ethnic origin, sexual orientation, and gender identity/expression. We welcome candidates who reflect our growing diversity and our values of creating an inclusive learning environment. We are particularly interested in applications from traditionally underrepresented groups in education.

**Paraeducator - Kindergarten  
Russell Elementary School  
2024 - 2025 School Year**

**Rate:** \$19.30 - \$25.40 DOE, PLUS employer paid retirement, and generous benefits package, Job Classification J1

**Hours:** 35 hours per week

**Workdays:** 178 work calendar days (based on full work calendar year)

**Deadline to apply:** Open Until Filled; **Applications received by June 3, 2024, will be given first consideration.**

**Overview:**

The job of "Kinder Classroom Paraeducator," is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of students; relieving teachers of routine clerical tasks; and assisting students by providing for behavior support and health care needs.

**Job Requirements:**

- Prior job related experience required
- Two years of postsecondary study in an academic program, **or**  
An associate's (or higher) degree, **or**  
A passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing and mathematics when available.
- Multicultural Competency

**License, Certifications, Bonding, and/or Testing Required:**

- Criminal Justice Fingerprint Clearance (cost to the employee: \$12.50 for fingerprints; \$66.00 for criminal background check – one-time payroll deduction)
- First Aid/CPR/AED certification, or the ability to obtain

**Skills, Knowledge and/or Abilities Required:**

**Skills** to perform:

- Operate standard office equipment

**Knowledge** of:

- The principles of child development and instructional processes

**Abilities** to:

- Understand and address students with special needs
- Understand and carry out oral and written instructions
- Read/interpret/apply rules, regulations and policies
- Rapidly learn methods and materials used in a variety of instructional situations

**Skills** to:

- Basic clerical functions
- Basic math calculations
- Provide for health care needs of students.
- Use English in both written and verbal form
- Use correct spelling, grammar and punctuation
- Maintain detailed and accurate records
- Operate standard office equipment including Micro Soft computer applications

**Preferred:**

- AA degree in Early Education preferred
- Bilingual
- Experience working with diverse student populations preferred

**Reports to:** Building Principal

**To Apply:** Candidates will complete the Parkrose application online at TalentEd. In order for your application to be complete, you must submit the documents listed below in addition to the application at TalentEd:

<https://parkrose.tedk12.com/hire>.

- Cover Letter
- TalentEd Application
- Resume
- Two (2) current letters of recommendation
- Unofficial Transcripts *if available*

Parkrose is an Equal Opportunity Employer. Applicants with culturally diverse backgrounds are strongly encouraged to apply.

**Essential Job Functions**

- **Administers** first aid and medical protocols, after appropriate training, as designated by the school nurse for the purpose of providing appropriate and emergency care for children.
- **Provides** physical assistance to students with disabilities which may require lifting and supervising a variety of student activities including playground, cafeteria, safety patrol and bus loading or riding.
- **Assists** teachers and parents for the purpose of implementing lesson plans and/or developing students' daily living and behavioral skills.
- **Implements** classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- **Monitors** students during classroom recesses within a variety of school environments (e.g. rest rooms, playgrounds, hallways, classrooms, library, bus stops, cafeteria, crossing streets, etc.) for the purpose of maintaining a safe and positive learning environment.
- **Maintains** classroom equipment, students' files/records for the purpose of ensuring a safe and appropriate learning environment.
- **Performs** basic clerical functions, scheduling, copying etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials.
- **Reports** relevant performance & behavioral data of individual learners that supports the planning process. Reports incidents relating to specific students (i.e., discipline, accidents, etc.) for the purpose of communicating information to teachers and administration.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Confers** with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives.
- **Participates** in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.

**Work Expectations:**

- Regular attendance at work must be maintained
- Punctual in meeting deadlines, attending meetings and following schedules
- Maintains confidential information relating to students, families and colleagues
- Ability to communicate effectively
- Ability to work as a team member
- Ability to gather and report relevant data

- Establish and maintain effective working relationships

**Physical Requirements:**

- In a five (5) hour day the educational assistant may:
  - Stand/walk – 3 – 4 hours
  - Sit - 2 – 4 hours
  - Bend, kneel, squat, climb stairs or ladders
  - Ability to lift, carry, push and pull up to 50 pounds. May, after appropriate training and following approved methods, also require the ability to physically intervene with assistance 50 to 100 lbs.
  - Requires continuous reaching, bending, crouching, twisting, kneeling and the repetitive use of arms, hands, wrists and legs.
- The educational assistant will need:
  - Near/far visual acuity, depth perception. unaffected field of vision, unaffected hearing, ability to talk/converse and the ability to evacuate students from classrooms/building