

**EAST VALLEY SCHOOL DISTRICT NO. 90**

2002 BEAUDRY ROAD

YAKIMA, WA 98901

(509) 573-7300

FAX 573-7340

01/02/2019

**POSITION ANNOUNCEMENT**

CLASSIFIED

PARAPROFESSIONAL

TUTOR – AFTER SCHOOL

EAST VALLEY ELEMENTARY

***IN-DISTRICT ONLY***

**POSITION COMMENTS:**

- For current in-district employees only.
- Assignment dates: January 7 – March 15, 2019
- Up to 1.5 hrs. per day four days a week.

**MINIMUM QUALIFICATIONS:**

- Completed two years of study at an institution of higher education; OR
- Obtained an associate's (or higher) degree; OR
- Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics in order to be considered for the position.
- Bi-lingual (English-Spanish) preferred.

**Application Procedure:**

In-district candidates must submit a letter of interest and resume (optional) to Sheryl Seaman, Human Resources Director, District Office. The letter must include the position desired and the individual qualifications for the position.

For a complete job description, please see below.

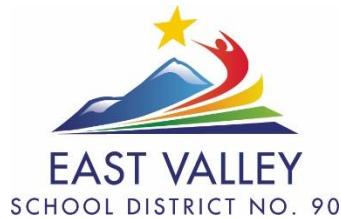
***CLOSING DATE: OPEN UNTIL FILLED***

**Immigration Reform and Control Act Requirements:** The recommended applicant, if not a current regular 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 486, Washington Laws of 1987, 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 will be requested from the Washington State Patrol.

**Job Sharing:** Pursuant to Chapter 206, Laws of 1989, East Valley is willing to accept and consider applications from individuals wishing to job share.

**Equal Opportunity Employer:** East Valley School District No. 90 does not tolerate discrimination in connection with any programs, activities, or employment based on race, color, national origin, sex, sexual orientation, including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the school district Title IX, Section 504/ADA, and Civil Rights Coordinator, Mr. Russ Hill, 2002 Beaudry Road, Yakima, WA 98901, hill.russell@evsd90.org or (509) 573-7300. You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination 3210 policy and procedure, contact your school or district office or view it online at [www.evsd90.org](http://www.evsd90.org).



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### **JOB DESCRIPTION** **Paraprofessional**

#### **Position Summary:**

Assists the teacher in achieving supplemental instructional objectives by working with individual students or small groups. Assists the teacher in providing an environment in which students take full advantage of the instructional program and available resource materials. Under general supervision, the paraprofessional will be required to work cooperatively with district personnel and students and must meet and deal with the public in a manner that represents the school district favorably.

#### **Minimum Qualifications:**

- High School Graduation or equivalent.
- Completed two years of study at an institution of higher education; OR
- Obtained an associate's (or higher) degree; OR
- Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics in order to be considered for the position.
- Speaks, reads, and writes English and Spanish, if required.
- Demonstrates previous experience working with children. Some specific skills may be required of certain paraprofessional positions.
- Must be able to occasionally lift up to approximately 15 pounds, squat, kneel and bend.

#### **Essential Duties and Responsibilities:**

- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on individual student needs, interests, and abilities.
- Operates and cares for equipment or instructional materials assigned by teacher.
- Distributes and collects workbooks, papers and other materials for supplemental instruction.
- Guides independent study, enrichment work and remedial work set up and assigned by the teacher for the purpose of supplemental instruction.
- Assists with the supervision of students during lunch periods, emergency drills, assemblies, play periods, field trips, and bus arrival and departure as assigned.
- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for students.

- Assists with such large group activities as drill work, reading aloud and storytelling.
- Alerts the teacher to any problem or special information about an individual student.
- Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of certificated staff.
- Participates in in-service training programs as assigned.
- Uphold East Valley School Board Policies, follow administrative procedures, adhere to the Code of Professional Conduct, and enforce school rules.
- Other duties as assigned.

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Reports To:**

Building Principal / Supervisor

**Bargaining Unit:**

Public School Employees (PSE)