



POSITION OPENING

PARAEDUCATOR-SPECIAL EDUCATION ADULT TRANSITION PROGRAM

The person in this position works with students with developmental disabilities, under the direction of teachers in the Adult Transition Program, preparing students to meet their post-secondary goals. This position works with students in a variety of settings including the special education classroom, work sites, and in the community. The paraeducator in this position may provide instruction as directed by the certificated teacher, provide supervision, and collect data on student progress.

ESSENTIAL FUNCTIONS

1. Provide instruction, as directed by certificated teachers, to individual or small groups of students in a variety of settings. These settings may include, but are not limited to, special education and general education classrooms; community sites (fast food restaurant, library, public transportation, grocery store, etc.), and vocational sites on and off campus.
2. Provide supervision to individuals or groups of students in the school and community. This involves directing instruction, maintaining control of students, administering disciplinary action, and appropriately following emergency procedures.
3. Provide instruction, as directed by certificated teachers, in home-living skills such as food preparation and storage, laundry, budgeting, following a schedule, paying bills, and effective cleaning methods.
4. Provide instruction, as directed by certificated teachers, in community skills such as banking, grocery shopping, riding public transportation, and accessing various community resources (library, recreation center, police).
5. Provide instruction, as directed by certificated teachers, in vocational skills such as writing a resume, completing an application, interviewing, appropriate work behavior, and specific job skills.
6. Provide instruction, as directed by certificated teachers, in appropriate social behaviors as dictated by social setting. This includes problem-solving, anger management, requesting assistance, and appropriate conversation.
7. Provide instruction, as directed by certificated teachers, on creating and obtaining personal goals. This includes goal setting, creating action plans, and monitoring and evaluating progress toward the goals.
8. Work effectively with students with a range of disabilities, including mental retardation, autism, and physical disabilities. This involves understanding the effects the disability may have on student learning and behavior, and implementing and maintaining appropriate accommodations or modifications in various environments to foster student success.
9. Assist students with daily personal care needs such as feeding, diapering, toileting, catheterizing, and/or administering medication.
10. Work effectively with a team of certificated and classified staff to develop, implement, monitor, and evaluate instruction. This may include planning activities, preparing and duplicating materials, maintaining records, and attending program-related staff meetings.
11. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
12. Perform related duties consistent with the scope and intent of the position.

MINIMUM QUALIFICATIONS

1. High school graduation or equivalent and experience in working with high school-aged students or special needs individuals. College course work in education/special education preferred.
2. Introductory Level Training for Washington State paraeducator Core Competencies 1-14 completed with 90 days of hire.
3. General knowledge of developmental and physical handicapping conditions.
4. Skill in oral communication.
5. Ability to learn effective instructional methods for special needs students.
6. Ability to use and reinforce behavior modification techniques.
7. Ability to lift and position students.
8. Ability to deal with students in a caring and confident manner.

9. Ability to remain flexible to changes in assignment or situations.
10. Ability to work effectively under pressure and retain a sense of humor.
11. Ability to organize and coordinate activities.
12. Ability to follow instructions and work with teacher as a team.
13. Ability to learn the operation of a microcomputer.
14. Valid First Aid/CPR card within sixty days of hire.
15. Ability to type.
16. Ability to establish and maintain effective working relationships with staff and parents.

EMPLOYMENT INFORMATION

Benefits: Consistent with the RESP Agreement.

APPLICATION

Interested candidates should apply specifically for individual positions to ensure consideration for each opening in which you are interested.

Out of district applicants

In addition to the online application, out of district applicants are required to submit the following:

- 1) Appropriate insert located within the "insert" tab in the online application (insert d).
- 2) A current resume containing a summary of education and work experience.
- 3) At least two current letters of recommendation from employers and/or volunteer work.

In-district applicants

In-district applicants should click on "district employee" within the online system and apply specifically for positions available. In addition, in-district applicants are required to submit the following:

- 1) Appropriate insert located within the "insert" tab in the online application (insert d).
- 2) A current resume containing a summary of education and work experience.
- 3) At least two current letters of recommendation from employers and/or volunteer work.

Our mailing address for supplemental application materials is the Renton School District Human Resources Department, 300 SW 7th Street, Renton, WA 98057. Please call 425-204-2350 if you need assistance. For further information about the Renton School District, please visit our website at www.rentonschools.us.

Applicants selected for hire will be required to provide a social security card for payroll purposes prior to beginning employment.

Verification of identity and United States work authorization must be completed before employment commences. Successful Washington State Patrol check and FBI fingerprint report, in accordance with state law, is required for continued employment.

The Renton School District No. 403 provides equal opportunities in education and employment and does not discriminate on the basis of race, honorably-discharged veteran or military status, religion, sexual orientation, color, national origin, sex, age, marital status, or disability. For specific information contact ADA coordinator Rob Macgregor, Assistant Superintendent Instruction: Learning and Teaching (425) 204-2318, or Title IX coordinator, Paul Apostle, Assistant Superintendent, Human Resources (425) 204-2370.

For information regarding other job openings in the Renton School District, please **visit our website at** www.rentonschools.us or email us at Human.Resources@RentonSchools.us.