



SUBSTITUTE PARAEDUCATOR

The Renton School District is currently accepting applications for Substitute Paraeducators. The Substitute Paraeducator is on-call on a daily basis. Assignments vary from 1.5 to 7 hours per day, dependent upon specific position and substitute availability.

ESSENTIAL FUNCTIONS

1. Under the direction of a classroom teacher tutors students individually or instructs small groups in assigned learning activity.
2. Oversees student behavior in a classroom, resource center or other learning area, implementing classroom behavior management system; acts as a model to demonstrate appropriate behavior; reinforces positive behaviors, disciplines students as authorized.
3. Provides student supervision and assists and provides for student safety in the classroom, cafeteria, health room, bus loading/unloading area and on the playground.
4. Provides clerical assistance such as typing, duplicating, answering phones, transcribing pupil records and preparing instructional materials.
5. Assists with routine health and attendance tasks as assigned, which may include parent contact.
6. Assists with classroom special projects, field trips, and for specialized learning activities.
7. Performs related work as assigned.

MINIMUM QUALIFICATIONS

1. High school graduation or equivalent.
2. Experience or training in working with children preferred.
3. Effective oral and written communication skills; ability to communicate effectively in the English language.
4. Demonstrated aptitude, experience, and interest in work to be performed.
5. Demonstrated ability to work successfully with students, staff, and community.

SALARY

\$11.00 per hour.

In accordance with District Policy and Rules 4105R, classified is not considered an eligible position for active participation in the School Employee's Retirement System (SERS). As a classified substitute in a Washington State public school district, you may be eligible to apply for service credit in the School Employees' Retirement System. For information, refer to the *Classified Substitute Fact Sheet*.

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.

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 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities, domicile, marital status or political activity. TITLE IX COORDINATOR, Sheryl Moore, Asst. Supt., Human Resources, 425.204.2370, sheryl.moore@rentonschools.us; SECTION 504/ADA COORDINATOR & COMPLIANCE COORDINATOR, Vera Risdon, Asst. Supt., Dept of Learning and Teaching, 425.204.2318, vera.risdon@rentonschools.us The District will take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services for vital communications or transitional bilingual education programs, contact Vickie Damon, Dir. of Categorical Programs, 425.204.2410 or vickie.damon@rentonschools.us. See also, District Policies and Procedures No. 3207, 3210, 5003, 5005 and 5006 for complaint procedures

*For further information regarding other position openings with the Renton School District you may **visit our website at www.rentonschools.us***