

**LOPEZ ISLAND SCHOOL DISTRICT NO. 144**  
**86 School Rd., Lopez Island, WA 98261    360.468.2202/Fax 360.468.2212**  
**CLASSIFIED POSITION ANNOUNCEMENT**

**Paraeducator**

**POSTING: 2223.32**

**Announcement Date:**        **March 8, 2023**  
**Applications Due by:**        Open until filled  
**Applications Screened:**      Upon submission  
**Responsible to:**              Depends on the Assignment

**Job Summary**

Lopez Island School District has Paraeducator positions available. A full-time paraeducator would work 6.5 hours per day following the School Year Calendar.

Personnel in this position may have a variety of assignments based on specific personal skills and school district needs. Paraeducators may serve as assistants in the classroom, work with special education teachers to provide services to students with special needs, serve as special assistants in support of English Language Learners (ELL), provide one-on-one or small group support to students, or maintain data and records. Depending on the assignment, a paraeducator may be supervised by a teacher, a building administrator, or a district director/administrator.

**Duties and Responsibilities:**

- Assist with the instruction and assessment of students and serve as a contributing member of the parent-teacher team.
- Attend staff and team meetings, as needed.
- Attend professional workshops to hone instructional support skills.
- Work closely with the parents/guardians of the child, including possible daily journals, transportation support, etc., as directed by certificated special services staff.
- Assist in the supervision of students during recess and lunch.
- Perform related duties, as assigned.

**Salary Level:**        Paraeducator Per PSE Collective Bargaining Agreement

**Minimum Qualifications:**

- Must be at least 18 years of age and hold a high school diploma or its equivalent.
- Completed at least 2 years of study through an institution(s) of higher education; or obtained an associates (or higher) degree; or have a passing grade on the Education Testing Service's Paraeducator Assessment (or be willing to complete the assessment through LISD).
- WSP/FBI criminal history background clearance (fingerprinting).
- Satisfactory completion and compliance with District application and employment requirements.

**Desired Qualifications:**

- Bilingual abilities (Spanish)
- Ability to organize, perform and evaluate a comprehensively designed individualized program of varied activities with a minimum of supervision.
- Ability to be flexible and consistent.
- Experience and/or training working with students, desired
- Ability to deal with children in a positive and confident manner.
- Ability to learn effective instructional support methods for students.
- Ability to learn data collection and maintain accurate records, including anecdotal observations and journaling.
- Ability to work as part of a team.
- Effective written and oral communication skills.
- Demonstrated record of personal safety and ability to promote safety in the workplace, including abstinence from the influence of alcohol and other illicit substances, while on the job.

**Licenses/Special Requirements:**

Optional First Aid and CPR training, as required by the District.

**Working Conditions:**

A paraeducator may be assigned to an individual classroom, to a team of teachers working with a cohort of students, or to an individual student who needs specific support. Working with students can be joyful, rewarding, and challenging. A paraeducator has activity-filled, fast-paced days and must be organized and able to quickly monitor and adjust to moment-to-moment variables, e.g., interruptions, schedule changes, or students' behavioral, physical, or emotional needs. Clerical work needs to be accurate and timely.

**Application Procedures:**

Current employees should submit a letter indicating interest in the position; include the position's title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

New applicants must submit the following information to the Human Resources Office:

- ☐ 1. Letter indicating interest
- ☐ 2. Completed district Classified application
- ☐ 3. Complete resume of personal history, education, experience, and references

Please send your original application packet to:

Summer Hagge, Human Resources Officer  
Lopez Island School District #144  
86 School Rd.  
Lopez Island, WA 98261  
Phone: (360) 468-2202 Fax: (360) 468-2212  
[hr@lopezislandschool.org](mailto:hr@lopezislandschool.org)  
[www.lopezislandschool.org](http://www.lopezislandschool.org)

Applicants will be screened and candidates selected for interviews based on preparation, experience, and references.

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The Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or 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. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Superintendent Ed Murray – [emurray@lopezislandschool.org](mailto:emurray@lopezislandschool.org), Title IX Coordinator, , HR Specialist Summer Hagge - [shagge@lopezislandschool.org](mailto:shagge@lopezislandschool.org), Section 504 Academic Case Manager, K-12 Counselor Jeanna Carter – [jcarter@lopezislandschool.org](mailto:jcarter@lopezislandschool.org), Section 504 Health Care Case Manager, Will Sanford, RN – [wsanford@lopezislandschool.org](mailto:wsanford@lopezislandschool.org) OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.

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