

NESPELEM SCHOOL DISTRICT
PARAPROFESSIONAL / LIBRARY



**POSITION
SUMMARY:**

Classified Non-Exempt
7 hrs per day/ 192 Days
Salary Range-\$13.99 - \$20.29

SUPERVISOR:

Building Principal

**ESSENTIAL
FUNCTIONS:**

The Paraprofessional / library provides library support by enhancing learning opportunities for students using the media center by providing a pleasant atmosphere conducive to reading and studying as well as a flexible, multi-tasked learning environment.

- Teach and model responsible behavior in the use of technology and the care and return of materials.
- Shelve books and maintain shelves in Dewey order and organize materials
- Maintain library records including inventory.
- Provide assistance to staff in the workroom and playground supervision.
- Assists staff and students in by performing a combination of tasks in the classroom and throughout the school.
- Check in and out books from book drop.
- When necessary determine if books need repair or cataloging.
- Assist with reading programs and selection of books at appropriate reading levels.
- Stock construction and copy paper in the workroom and load copy machine as needed; keep workroom stocked and clean.
- Assists with collection, preparation, duplication, and organization of needed instructional materials and equipment.
- Load laminator and laminate various projects, posters, etc for staff.
- Assist staff, as time permits, with copy and collating projects.
- Understanding of academic approaches and requirements of the teacher and the program, instructional, non-instructional and adaptive materials and the equipment utilized.
- Facilitation of building assessments as needed.
- Other job duties as assigned by the Building Principal.

QUALIFICATIONS:

- Two years of study at an institution of higher education, it must meet the criteria of the Higher Education Act, Section 101 (a). All classes must be at level 100 or higher, OR
- Associate's degree OR
- Pass the ETS ParaPro Assessment test.
- Experience working with P-12 students.
- First Aid/CPR card or ability to obtain.
- Must work out-doors in all types of weather.
- Documented attendance and punctuality are important functions of this job.
- Demonstrate effective oral and written communication skills.
- Listen and react professionally.
- Give and take directions.
- Remain flexible to changes in assignments or situations.

	<ul style="list-style-type: none"> ➤ Maintain accurate records. ➤ Experience with the use of a computer (Word, Excel, & Google Suite) to complete work order systems and other work / student related functions. ➤ Establish and maintain effective working relationships with students, staff, parent, and community. ➤ Maintain a high level of ethical behavior and confidentiality of information about students and staff. ➤ Documented previous successful employment evaluations.
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WORKING CONDITIONS & PHYSICAL REQUIREMENTS:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.</p> <p>The usual and customary methods of performing the job's functions require the following physical demands:</p> <ul style="list-style-type: none"> ➤ Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull. ➤ Ability to lift up to 50 lbs.
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TERMS OF EMPLOYMENT	<p>Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check. Position is continuing and begins during the 2020-21 school year.</p> <p>Familiarity and willingness to adhere to the new Washington State Evaluation System and District adopted instructional framework.</p>
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PROCEDURE:	<ul style="list-style-type: none"> • Please submit a letter of application • Application procedure can be found at http://www.nspeagles.org • Click on Job openings • Click on how to apply <ul style="list-style-type: none"> ➤ Position opens ➤ Position opened until filled ➤ Screening & Interviews TBD • Note: Employment contingent upon successful clearance of a Washington State Patrol and FBI fingerprint criminal history background check.
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Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, 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, based on fingerprints, will be requested from the Washington State Patrol & FBI. Employment is conditional based upon completion of the record check.

The Nespelem 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. Inquiries regarding compliance and/or grievance may be directed to the district's Title IX/RCW 28A.640 Officer and Civil Rights Coordinator and Section 504/ADA Coordinator

Nespelem School District, P.O. Box 291, Nespelem, WA 99155. (509) 634-4541.
Nespelem School District is an Equal Opportunity Employer