

# CASHMERE SCHOOL DISTRICT #222

## JOB DESCRIPTION

Position: Vale Elementary Special Education Para-Professional Position

Definition of Position: To provide supervision and support services to elementary school students with special needs

Immediate Supervisor: Building Principal

Required Qualifications:

- Ability to assist in the implementation of student Individual Educational Plans and Behavior Plans
- Ability to work collaboratively with Elementary Staff
- Assist students with personal care needs including toileting and lifting
- Ability to deliver direct instruction
- Ability to work with and maintain good communication skills with students, parents and teachers
- Ability to work effectively under the supervision of classroom teacher w/students who require 1:1 instruction
- Ability to provide student supervision at work site, as well as recess/lunch supervision
- Move and work in a fast-paced environment
- Maintains strict confidentiality
- High school diploma

Desired Qualifications

- Experience working with students who have special needs
- Bilingual
- AA degree or 2 years college
- Understanding of Curriculum
- Ability to adapt materials to meet student needs

Essential Job-Related Activities:

- Maintain data forms
- Liaison between school and family
- Fulfill requests and duties as assigned
- Ability to assist high needs children with their care (toileting, behavior management)

Terms of Contract:

Salary: \$19.22 - \$22.30 per hour  
Length of contract: 6.5 hours per day/ 193 days per year, Continuing contract  
Benefits: Health insurance benefits include medical, dental, vision, life and long-term disability plans through the School Employee Benefits Board (SEBB).  
Retirement benefits are provided through the WA State Department of Retirement Systems (DRS).  
Leave: Paid leave benefits include 12 days of sick leave accrued per year and 3 personal leave days.  
Benefits may be prorated based upon date of hire/FTE.

[Link to CSP Collective Bargaining Agreement](#)

Schedule: Letters of interest accepted through Fast Track

Cashmere 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 employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator** – Scott Brown, 329 Tigner Rd, Cashmere (509) 782-2914 [sbrown@cashmere.wednet.edu](mailto:sbrown@cashmere.wednet.edu)

**Civil Rights Compliance Coordinator** – Scott Brown, 210 S Division, Cashmere (509) 782-3355 [sbrown@cashmere.wednet.edu](mailto:sbrown@cashmere.wednet.edu)

**Section 504/ADA Coordinator** – Michelle Christensen, 101 Pioneer Ave, Cashmere, (509) 782-2710

[mchristensen@cashmere.wednet.edu](mailto:mchristensen@cashmere.wednet.edu)

5/1/2023