APPLICATION FORM, DISCLOSURE FORM, LETTER OF APPLICATION AND RESUME (Candidate Information Form optional) TO BE DELIVERED TO:

Human Resources
Auburn School District No. 408
915 Fourth Street Northeast
Auburn, Washington 98002
(253) 931-4916
Fax (253) 931-8006
mmcafee@auburn.wednet.edu

District employees may contact Human Resources to request that their most recent evaluation and/or letters of recommendation be given consideration.

Position information, applications and forms are available online at:
http://www.auburn.wednet.edu

ANTICIPATED SCHEDULE:

Testing: Reservations required.
Contact Human Resources
(253) 931-4916

Place: James P. Fugate
Administration Building

Screening: October 13
Interview calls made: October 14
Interviews held: October 16

AN EQUAL OPPORTUNITY EMPLOYER

Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; 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 procedures may be directed to:
Debbie Leighton at (253) 931-4932,
Title IX Officer and Section 504 and ADA Coordinator.

Notice:

All newly hired employees must complete an Employment Eligibility form and present identification for review and verification in accordance with the Immigration Reform and Control Act requirement.

PARA-EDUCATOR EARLY CHILDHOOD EDUCATION (ECE)

JOB NO: N15-75

Opens: September 29, 2015
Closes: October 12, 2015; 4:30 p.m.

Human Resources
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Auburn, Washington 98002
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PARA-EDUCATOR
EARLY CHILDHOOD EDUCATION

Duties and responsibilities: Assist teachers with instruction and activities within the classroom. Supervise conduct and behavior of student in both formal and informal areas on or about the school premises as assigned by the principal or supervisor. Perform basic office, clerical, and instructional tasks as assigned. Assist students with the necessary self-help requirements such as changing, diapering, toileting help, etc., consistent with procedures prescribed with assigned program. Other related duties and responsibilities as assigned.

Training and knowledge desired: Experience in working with students in formal and informal activities and instructional settings. Course work in managing and attending to students with special needs.

Requirements: High school diploma OR recognized equivalent AND two years of study at an institution of higher education OR an associate’s degree (or higher) OR completion and passage of a state or local academic assessment.

Ability to maintain strong productive relationships with other employees, parents, and students. Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and program. Willingness to perform tasks as assigned.

Employment is on a conditional basis pending completion of a state and national background check which will be at the applicant’s expense.

As provided by statute, applicant will be asked to disclose whether he/she has been: (a) convicted of any crime against persons; (b) found in any dependency action under RCW 13.34.030[2][b] to have sexually assaulted or exploited any minor or to have physically abused any minor; (c) found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor; or (d) found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor.

Responsible to: Principal, teacher, and/or to whom assigned

Schedule: 6.5 hours per day
Tuesday - Friday,
1 Monday per month;
153 days per year

Salary: $17.51 - $18.94 per hour
(Rate dependent on previous school district employment)

Starting date: Upon selection

APPLICANTS WILL BE REQUIRED TO COMPLETE AND PASS THE ETS ASSESSMENT AT THE APPLICANT’S EXPENSE ($55.00) PRIOR TO CLOSING.

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INDIVIDUALS WHO HAVE COMPLETED THE ETS ASSESSMENT SHOULD PROVIDE A COPY OF THE TEST RESULTS WITH THE COMPLETED APPLICATION PACKET.

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IN LIEU OF TESTING, OFFICIAL/UNOFFICIAL TRANSCRIPTS SHOWING DEGREE EARNED WILL BE REQUIRED WITH COMPLETED APPLICATION.

(Official transcripts will be required if selected for a position.)