

Position Type: Paraprofessional

Location: Carbonado School

Date Posted: 06/01/2026

Closing Date: 06/11/2026

Job Title: Paraprofessional - For the 2026-27 school year

Job Summary: To ensure all students reach their highest levels of learning academically and socially by supervising students at breakfast, lunch and recess times, assisting classroom teachers in organizing classroom layout, bulletin boards for safety and interest, making copies, completing lamination, distributing materials, maintaining confidentiality, assisting classroom teachers in implementing instructional and behavioral programs and strategies, completing classroom assessments with students, communicating clearly and collaborating with all building staff, participating in staff development and staff meetings and/or teaching small groups of various grade levels of students.

Qualifications: High school diploma or its recognized equivalent (GED) and two years of study at an institution of higher education (72 quarter hours); or an associate's degree (or higher); or passing score on a state or local assessment. (there is a fee for this exam to be paid by the employee); Possess and maintain a CPR/AED and First Aid card (or obtain within the first 30 days of hire); **Preferred One (1) year of successful experience working with students; Preferred experience and/or knowledge of behavioral strategies.**

Essential Abilities Or Characteristics:

- Knowledge and ability to assist in the curricular areas of Reading, Writing, Math, Science, Social Studies, Social Skills and Health at the elementary and middle school level.
- Ability to communicate effectively in writing and orally.
- Ability to assist with individual and small group instruction in a variety of settings per individuals' educational plans per specific direction of the teacher.
- Ability to work and contribute in a team setting.
- Assist teachers in implementing instructional and behavioral programs and collect student data to help educators in maintaining school records and deadlines.
- Ability to work with confidential student information and maintain confidentiality.
- Ability to physically and verbally manage student behavior.
- Ability to establish and maintain cooperative relationships with other District staff members, students, parents, and other community members.
- Ability to use multiple communication systems, such as electronic mail, computers, and classroom technology.
- Established pattern of professional growth.
- Communicate with teachers, principal, and other staff concerning students and programs.
- Assist teachers in organizing classroom environments by designing bulletin boards and organizing room layout for safety and interest, maintaining physical appearance of the classroom, duplicate and laminate materials; operate classroom equipment, prepare learning materials.
- Provide lunchroom/playground supervision.
- Learn new procedures quickly, flexibly and adaptably.
- Reports to work with regular and reliable attendance and punctuality.
- Upholds board, district, and building policies and goals.

Work Environment/Physical Demands:

Daily work is generally performed in an indoor school classroom. Must have the use of sensory skills in order to effectively communicate and interact with students, other faculty, staff, and parents as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Moderate physical demand, occasionally required to lift and carry objects weighing up to twenty-five (25) pounds and push/pull with up to twenty-five

(25) pounds of force. The position also entails significant walking, bending, standing, stooping, stair climbing and possible physical interventions in order to maintain a safe learning environment. Daily exposure to weather.

Required Knowledge Skills And Abilities:

Knowledge is demonstrated in the subject matter for which he/she is expected to teach; understands the legislated, moral, and ethical framework within which they work; uses the programs of study to inform and direct planning, instruction, and assessment.

Skills needed for: identifying and responding to learner differences; plan for instruction, translating curriculum and outcomes into meaningful learning activities; create and maintain environments that are conducive to student learning and understand needs for physical, social, cultural and psychological security; teamwork skills to collaborate with the administration, colleagues, support staff and parent-teacher organization; strong organizational skills necessary to plan lessons for each class, week and semester; keep students on task and maintaining a well-ordered classroom; to organize papers, files, and their own workload so they can grade and record/return papers in a timely manner; attention to details which is necessary to maintain accurate and up-to-date records.

Ability is required to: establish relationships with students built on respect and an unwavering belief in the ability to learn at high levels; use a broad range of instructional strategies; create an enhanced partnerships with parents that are purposeful and meaningful; identify and use relevant learning resources; to understand the importance of contributing, independently and collegially to the quality of the school; engage in reflecting on the quality of their teaching and career-long learning; understand their students' needs, abilities, and learning styles and the various ways of teaching the subject matter.

Work Relationships: Reports to building principal/superintendent. Collaborates with other district staff. Regular interactions with students and parents.

The Carbonado 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 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: Title IX Coordinator, Carly Turner, cturner@carbonado.k12.wa.us, 360-829-0121, Section 504/ADA Coordinator, Jessie Sprouse, jsprouse@carbonado.k12.wa.us, 360-829-0121, and Civil Right Compliance Coordinator Jessie Sprouse, jsprouse@carbonado.k12.wa.us, 360-829-0121. Carbonado School District, P.O. Box 131, Carbonado, WA, 98232.