

Green Mountain School District No. 103

13105 NE Grinnell Road, Woodland WA 98674
360-225-7366

POSITION ANNOUNCEMENT FOR:

Para-Educator / Flexible Classified

(Open Until Filled. Anticipated start date 8/17/26)

Green Mountain School District is a small, rural district with a single K-8 campus of about 5 acres located in north Clark County, Washington. The school has 12 teachers and about 160 students and has a long history of providing quality education to students in a close-knit, small-school environment. The school enjoys strong community and parent support. Our staff is an effective team that works together to do what needs to be done for our students. We're looking for a fantastic new member of our team!

Work Schedule: Anticipated at six (6) hours per day - 8:20 a.m. to 2:50 p.m. Benefits eligible position with state retirement. personal leave and sick leave per policy.

Wage: Per district schedule. Minimum \$21.23 per hour to maximum \$28.38 per hour depending on experience and training.

Minimum Qualifications:

1. Must meet Federal (ESSA) requirements for para-educators (items 2 and 3 below)
2. High school diploma or GED. Must be able to produce diploma or GED certificate.
3. Associate degree or 2 years of college (74 credits), para-professional certification, or passing score on para-educator test.
4. Prefer experience as para-educator or other school employee, school volunteer, tutor, or similar.
5. Washington State Driver's License and reliable transportation.
6. Possess or obtain within 60 days of employment a first aid card and CPR card.
7. Physical ability to stand or sit extended periods, work both indoors and outdoors, walk about campus during recess, lift 50 pounds, perform various physical tasks of light to moderate activity.
8. Pass a criminal background check & fingerprinting.

Essential Job Functions:

1. Serves as an instructional support para-educator to assist teachers and administrators in the delivery of instruction. May work with, provide tutoring and assistance to individual students or small groups under the supervision of a certificated teacher or administrator. Promotes student understanding of materials presented, reinforces and reviews concepts and skills. Clarifies instructions for students and may adjust tasks to suit needs of students.
2. Communicates with teachers and administrators about the progress of individual students or student groups, communicates about problems or challenges with assigned tasks.
3. Assists teachers and administrators in monitoring student behaviors and helping students meet behavioral expectations.
4. Supervises recess to ensure safety of students and monitor student behaviors. May impose minor discipline.
5. May be called on to perform minor first aid for students. Refers injuries to the office as appropriate and documents accidents as required.
6. Assists teachers and office staff with tasks such as correcting assignments, preparing learning packets, recording grades, data entry, and various record-keeping tasks. Duplicates, collates, and assembles materials for teachers as assigned.
7. May assist with and/or administer diagnostic tests or give oral tests to students.
8. Flexible classified employees may be assigned to a variety of roles as district needs change, including the above plus food service, light custodial, student transportation (passenger van), and various clerical and office duties.

PUBLIC NOTICE: The Green Mountain School District, 13105 NE Grinnell Rd, Woodland, WA 98674, is an Equal Opportunity district in education programs, activities, services, and employment. The Green Mountain School District does not discriminate on the basis of race; creed; color; religion; sex; national origin; marital status; sexual orientation, including gender expression or identity; age; families with children; honorably discharged veteran or military status; the presence of any sensory, mental or physical disability; or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans Readjustment Act of 1974; the Americans with Disabilities Act of 1990; the Civil Rights Act of 1964; the Age Discrimination in Employment Act; Older Worker Protection Act; and all other state, federal and local equal opportunity laws. Inquiries regarding compliance and/or grievance procedures may be directed to the district's Civil Rights Compliance Coordinator, Superintendent Dave Holmes, dave.holmes@greenmountainschool.us, 360-225-7366, and Section 504/ADA /Title IX coordinator, Principal Jacqui Vansoest, jacqui.vansoest@greenmountainschool.us, 360-225-7366.

Knowledge and Abilities:

1. General knowledge in core content areas of reading, writing, and mathematics. Ability to tutor struggling students in mathematics through pre-algebra level is preferred. Math tutoring is beneficial.
2. Ability to work with all students and adjust to their individual needs.
3. Effective written and verbal communications skills required. Keyboarding skills and computer experience are preferred.
4. Attention to detail and follow-through of tasks to completion.
5. Ability to follow detailed instructions and work independently without direct supervision. Problem-solving skills needed to work through minor problem or challenges in assignments. Common sense is necessary.
6. Flexibility through changes in assignments or situations, ability to adapt to new circumstances.
7. Ability to maintain confidentiality is required.

Position is open until filled. Applications will be reviewed on receipt. Interviews to be scheduled after August 3rd.