

Baker School District 5J
Paraprofessional I Positions
IN & OUT OF DISTRICT
Date Open: June 1, 2021

POSITION INFORMATION

- Baker School District is currently seeking candidates for Paraprofessional I position openings within the District for the 2021-2022 school year.
- These 1.0 FTE positions will be located at various locations in the District.
- Positions will begin with the Inservice date on August 24, 2021.
- Baker School District operates on a 4-day work week, M-Th. However, due to several holidays on Mondays, there are three Fridays included in the work week during the school year.

QUALIFICATIONS & REQUIREMENTS

- Completed two years of post-secondary education study (72 Q hrs or 48 S hrs) **or**
- Obtain an Associate's degree **or**
- Have passed a paraprofessional assessment.
- **PLEASE NOTE:** There are options available to applicant if the assessment test needs to be completed. Please call Cathy Martin, 541-524-2260 Ext. 1004.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to work effectively as a team member in finding solutions to problems.
- Must be able to work independently as well as with other employees and/or administrators in a positive, productive manner.
- Must be able to maintain harmonious relationships with students.

MAJOR DUTIES AND RESPONSIBILITIES

- Work under the direct supervision of, and follow instructional plans provided by, certified teachers and/or licensed specialists in a group or one-on-one situation.
- Assist in creating and maintaining a positive environment that promotes optimum learning and the safety of students and staff in any educational setting.
- Utilize positive behavior management strategies as directed by the teacher and/or specialist to assure student safety, dignity, and responsibility for their own actions.
- Assist students in independent or group study, administer remedial drill work, and provide computer assistance, using a variety of strategies respecting individual learning styles.
- Assist teacher in testing and evaluation of individual students.
- Supervise students in all areas of the school and/or other educational settings as directed.
- Request, gather, prepare and store materials for teachers and students.
- Perform clerical duties, maintain accurate records, and operate office machines as needed.
- Perform tasks assigned and trained by occupational and physical therapists, speech language pathologists, and other providers in the delivery of related services.
- Participate in in-service and/or professional development programs, funded by the district, when requested by administrator/supervisor.
- Maintain confidentiality in all areas.
- Comply with all applicable district, state, and federal policies and laws.
- Perform other duties as determined or assigned by the supervising teacher and/or principal.

SALARY

- 2021-2022 Salary Scale \$13.14 - \$16.53. Placement on the salary schedule will be in accordance with the BSD 5J/OSEA collective bargaining agreement.
- Baker School District 5J offers a comprehensive and competitive benefits package for health and retirement. In addition, the District pays the six percent (6%) employee PERS contribution required by ORS 238.200 and ORS 238A.330.
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APPLICATION PROCEDURE

You must apply through Frontline at <https://www.applitrack.com/Baker5J/onlineapp/> to be considered and added to the applicant pool. If you have any questions, please call Cathy Martin, Personnel Department, at 541-524-2260, Ext. 1004, or email at cathy.martin@bakersd.org.

- In District (Current Employee on Contract with the District)
 - In order to be added to the applicant pool, apply through Frontline and upload a Letter of Interest and a current Resume with references. Please do not email your documents directly to Cathy Martin.
- Out of District
 - Apply through Frontline and upload a Letter of Interest, a current Resume, and two current Letters of Recommendation.

DISTRICT POLICY

It is the District's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215). **OR** Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

CLOSING DATE

- Open Until Filled.