

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

**POSITION INFORMATION**

- Baker School District is currently seeking candidates for Paraprofessional II 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.
- Prior successful experience working students with developmental disabilities strongly preferred. Knowledge of assistive technology or willingness to learn.
- First Aid training and CPR card required. Current Crisis Prevention Institute (CPI) training preferred.
- Training in social emotional learning, ACES and trauma informed practices preferred.

**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.
- Understanding of the developmental needs of elementary-age students.
- Knowledge of current best practices around working with students presenting challenging behavior.
- Ability to collaborate with staff and administration to facilitate and implement proactive and reactive strategies to support all students.
- Knowledge and ability to apply skills related to, or willingness to develop skills through training, regarding ACES, trauma, and self-regulation.
- Ability to maintain own self-regulation in stressful situations. Ability to ask for assistance.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Physically assist and instruct students in performing activities such as moving about, using bathroom facilities, eating, toileting, dressing, maintaining body hygiene, or other activities as assigned.
- Assist students during meals by setting up tables or transporting lunch trays and feeding as required. Provides supervision of students at all times.
- Implements the behavior support plan or behavior intervention plan developed to support the student throughout the school day.
- Implements assigned behavioral interventions and/or methodologies.
- Assists licensed staff in implementing programs and/or activities to promote positive student behavior, as well as intervention strategies on student's individualized plan.
- Uses positive reinforcement for appropriate behavior. Provides consequences and alternatives for problem behavior.
- Models instructional and behavior management techniques.
- Reports changes in the student's behavior to the Behavior Specialist and/or Case Manager.

- Assists students as required while maintaining a professional demeanor and modeling appropriate interpersonal behaviors and attitudes. This includes a very high ratio of positive comments to negative comments.
- Position and reposition students to stimulate development or relieve or prevent improper pressure.
- Provides assistance in curriculum modifications.
- Supports and provides instruction to facilitate social intervention and facilitative interaction between students and classroom peers.
- Supports and provides instruction and behavior, social skills and executive functioning.
- Ability to take a lead role in the de-escalation of students as needed.
- Collects and charts data in regard to behavior in order to make possible changes and revisions to the program.
- Helps maintain an atmosphere of health and safety in the classroom and other student areas. Complete incident reports when necessary.
- Follow the school district mandates on confidentiality and reporting abuse and with regards to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- Other duties as assigned by the Behavior Specialist, Case Manager and/or Nurse.

### **SALARY**

- 2021-2022 Salary Scale \$13.54 - \$17.00. Placement on the salary schedule will be in accordance with the BSD 5J/OSEA collective bargaining agreement Article 20 Sec H(2).
- 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.
- 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.

### **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](mailto: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.

Baker School District is an equal opportunity educator and employer and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, marital status, age, veterans' status, familial status, genetic information, disability, culture and/or financial status.