

**Baker School District 5J**  
**Paraprofessional Positions**  
**IN & OUT OF DISTRICT**  
**Date Open: October 7, 2020**

**POSITION INFORMATION**

- Baker School District is currently seeking two candidates for Paraprofessional Educational Assistant positions within the District for the remainder of the 2020-2021 school year.
- At this time, one position will be located at Brooklyn Primary and one position at the Baker Early Learning Center.

**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 the local district assessment (Work Keys Test)
- Prior successful experience working students with developmental disabilities strongly preferred.
- First Aid training and CPR card required.
- Training in social emotional learning, ACES and trauma informed practices preferred.
- Current Crisis Prevention Institute (CPI) training 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 without regard for personal ego.

**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.
- Demonstrates an understanding of emotional and behavioral disorders. Demonstrates ability to apply evidence-based practices to address the therapeutic needs of students.

- Use safety interventions as the situation indicates, which includes therapeutic de-escalation, de-escalating provocative and destructive behaviors, and enforcing group/classroom rules in a safe and respectful manner.
- 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**

- 2020-2021 Salary Scale \$12.70 - \$15.97. Placement on the salary schedule will be at Step 0 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.

### **APPLICATION PROCEDURE**

- **In District: (Current Employee on Contract with the District)**  
Submit a Letter of Interest and Resume to the Personnel Department at the District Office.
- **Out of District:** Apply at <https://www.baker5jcareers.org/apply-now> and submit a Classified Application, upload a Letter of Interest, a Resume, and two current Letters of Recommendation. 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).

### **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