



## HIGHLAND SCHOOL DISTRICT NO. 203

P.O. BOX 38 – 17000 SUMMITVIEW ROAD  
COWICHE, WASHINGTON 98923  
(509) 678-8630 FAX (509) 678-4177

Superintendent:  
Mark Anderson

School Board:  
Nikki Keller  
David Barnes  
Lupita Flores  
Carlos López  
Cindy Reed

January 2023

### Substitute Para-Educators

#### ESSENTIAL FUNCTIONS:

1. Provide tutorial assistance for students in reading, math and language arts under the direction of a certified staff member.
2. Carry out teacher objectives for each student in designated settings throughout the school setting.
3. Assist in the organization and preparation of instructional materials under the supervision of certificated staff.
4. Assist in the testing process used to identify and evaluate student eligibility, needs and progress.
5. Assist in maintaining a positive learning atmosphere within the classroom and throughout the school by assisting with discipline and student supervision.

#### OTHER RESPONSIBILITIES:

Perform other classroom related activities under the direction of the teacher and/or principal and/or Director of Student Services, including but not inclusive: playground and recess duty; cafeteria supervision; bus supervision; correcting student work papers and recording results; and helping at parent conferences or other meetings.

#### QUALIFICATIONS: (minimum skills required)

1. Must be a high school graduate, or equivalent, with basic skills in reading, writing, and math; must enjoy working with people of all ages and be a team player working with the teaching and district staff.
2. Must have good oral and written communication skills; biliterate in English and Spanish is PREFERRED but not required.
3. Able to follow directions, work with adults and students in a variety of settings and ability levels
4. Is a good listener and displays an attitude of cooperation, enthusiasm and helpfulness.
5. Possess good health, physical strength, coordination and emotional control to assist in student activities at the proper grade and program level assigned.
6. Reliable attendance and ability to work independently

**SALARY & BENEFITS:** Hourly: \$18.25-\$18.25 This position has no benefits.

**CLOSING DATE:** Open until filled.

Application form and information are available on our website: [FastTrack \(wa-k12.net\)](http://FastTrack(wa-k12.net)) or by calling the District Office at (509) 678-8631.

**Employment will be contingent on signing of the Washington State Sexual Misconduct Disclosure Release as well as successful completion of the WSP and FBI fingerprint screening required under 28A.400 RCW, if applicable.**

#### **Non-Discrimination Statement**

The Highland 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 guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Compliance Coordinator (RCW 28A.640/28A.642) officer: Brandon Jensen, Highland Sr High School Principal, 17000 Summitview, Cowiche WA 98923, telephone (509) 678-8800, e-mail- [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu), Section 504/ADA coordinator: Courtney Sund, Director of SEL & Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone (509) 678-8859, e-mail- [csund@highland.wednet.edu](mailto:csund@highland.wednet.edu). Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Jr High Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone (509) 678-8800, email- [dstrother@highland.wednet.edu](mailto:dstrother@highland.wednet.edu). The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Ana Garcia, Student Services Secretary.

El Distrito Escolar de Highland no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Coordinador del Título IX y Coordinador de Cumplimiento de derechos civiles oficial (RCW 28A.640/28A.642): Brandon Jensen, Director de Highland Sr High School, 17000 Summitview, Cowiche WA 98923, teléfono (509) 678-8800, e-mail- [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu). Coordinador de la sección 504/ADA: Courtney Sund, Directora de SEL y Practicas Inclusivos, 17000 Summitview Rd, Cowiche, WA 98923, número de teléfono 678-8859, e-mail- [csund@highland.wednet.edu](mailto:csund@highland.wednet.edu). Coordinador de Acoso y Intimidación: Don Strother, Director de Highland Jr High, 17000 Summitview Rd , Cowiche, WA 98923, teléfono, (509) 678-8800, e-mail- [dstrother@highland.wednet.edu](mailto:dstrother@highland.wednet.edu). El Distrito Escolar de Highland también tomará medidas para asegurar que las personas de origen nacional que carecen de conocimientos del idioma inglés pueden participar en todos los programas educativos, servicios y actividades. Para obtener información acerca de los servicios de traducción o programas de educación bilingüe de transición, comuníquese con Ana García, Secretaría de Servicios Estudiantil.