



## 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 Lopez  
Cindy Reed

April 17, 2024

Highland School District is accepting applications for the following position:  
**Health Room Paraprofessional – One Year Only: 2024-2025 School Year**

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**SUMMARY:** Health Room Paraprofessional is available 4 hours/day, for the 180-day 2024-2025 school year and up to 12 paid holidays.

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**ESSENTIAL FUNCTIONS:** The Health Room Paraprofessional provides health care services to students, by performing the following duties:

- Follows school health program, in cooperation with medical authority and administrative school personnel.
- Assist in medical screenings of pupils and progress of program.
- Under the direction of the District Nurse responsibilities as may be required to prevent, prepare for, and respond to COVID-19 and other health concerns.
- Collaborates with school personnel in identifying and supporting physical needs of school children, staff, and family.
- Provides first-aid and other basic health needs under the direction of the district nurse.
- Under the supervision of the District Nurse works with community agencies in planning to meet health needs of children and staff.
- Clerical management of the health rooms and data reporting.
- Supports the distribution of the emergency kits provided to teachers at MWC and other buildings as directed.
- Other duties as necessary/assigned.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Must have a degree, OR two years of college, OR minimally a high school graduate, with very strong basic academic skills. Basic High School, Medical Assistant or greater license preferred.
2. Ability to communicate with students, parents, and staff in a manner appropriate to their level of understanding. Bilingual/biliterate in English and Spanish preferred.
3. Ability to work independently and reliable attendance.
4. Reliable transportation to travel between schools in the district as needed.
5. Hold a current First Aid/CPR/AED card preferred

**SALARY & BENEFITS:** Hourly: \$20.48-\$23.31

**Healthcare Benefits (SEBB):** (All Employees who work 630 hours per school year are eligible)

- Insurance: Medical, Dental, Vision, Basic Life, Accidental Death & Dismemberment, Long-Term Disability
- L & I: Self-insured plan to cover employees for injuries/accidents incurred on the job.

**Additional Benefits:**

- Washington State Retirement System Pension
- Paid Holidays: All that fall within the employee's work year
- Paid Sick Leave: 12 days/year to maximum of number of contracted day (180 days maximum for cash out)
- Paid Personal Leave: three (3) days

**Closing date:** Open until filled.

**Qualified Candidates:** Information and application are available on our website at <https://www.highland.wednet.edu/Page/140> or: [FastTrack \(wa-k12.net\)](https://www.fasttrack.wa-k12.net) or by calling the District Office at (509) 678-8631.

**Employment is contingent on passing a pre-employment physical and successful completion of WSP and FBI fingerprint screenings required by 28A.400 RCW**

## 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): Brandon Jensen, Tieton Elementary School Principal, 711 Franklin Rd, Tieton, WA 98947, telephone 509-678-8900, e-mail- [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu). Section 504/ADA coordinator: Courtney Sund, Director of Special Education, SEL and Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8772, e-mail- [csund@highland.wednet.edu](mailto:csund@highland.wednet.edu). Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Middle School Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8870, 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 Tieton Elementary School, 711 Franklin Rd, Tieton, WA 98947, número de teléfono, 509-678-8900, correo electrónico- [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu). Coordinador de la sección 504/ADA: Courtney Sund, directora del Educación Especial, SEL y Prácticas Inclusivas, 17000 Summitview Rd, Cowiche, WA 98923, número de teléfono 509-678-8772, correo electrónico - [csund@highland.wednet.edu](mailto:csund@highland.wednet.edu). Coordinador de Acoso y Intimidación: Don Strother, director de Highland Middle School, 17000 Summitview Rd, Cowiche, WA 98923, número de teléfono, 509-678-8870, correo electrónico- [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.