

PROSSER SCHOOL DISTRICT #116
1500 Grant Avenue
Prosser, WA 99350-1264
Phone: (509) 786-3323
FAX: (509) 786-2062



INTERNAL OPENING
K-5 Summer School – ONLINE LEARNING
Migrant Para Educator – 6 Positions

***** Application Information *****

Position: Elementary Summer School Migrant Para Educator K-5, 6 Positions

Job Description: See job description

Hiring Timeline: Open period: June 4 – June 10, 2020

Terms of Employment: Dates: June 17– July 15, 2020 (no classes July 4th and 5th)
Up to 6 hours a week
Para schedule based on student/small group needs and parent contact
June 15-16 PD and Prep
Hours: Requires evening hours to contact parents

Salary Range: \$17.07 - \$18.70 (based on experience)

Summer School positions are subject to student enrollment and grant application process.

Application Procedure: Interested internal applicants should submit a letter of application only. All application materials and inquiries should be submitted no later than 3:00 p.m. on June 10, 2020, addressed to Kim Bolt, Human Resource Specialist at kim.bolt@prosserschools.org, at the Prosser School District Administration Office, 1500 Grant Avenue, Prosser WA 99350 or call (509)786-3323.

Prosser 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 Boys 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 for State Law**
Bryan Bailey
1203 Prosser Avenue
Prosser WA 99350
(509)786-1224
bryan.bailey@prosserschools.org

**Section 504/
ADA Coordinator**
Dr. Syndi Duehn
1109 Meade Avenue
Prosser WA 99350
(509)786-1820
syndi.duehn@prosserschools.org

Internal Posting
K-5 Summer School Online Migrant Para Educator – 6 Positions

* * * *Job Description* * * *

Position Title: K-5 Summer School Migrant Para Educator – 6 Positions

Education and Experience:

- Candidate must currently work as a para educator and meet the ESSA requirements
- Evidence of successful experience in working with bilingual/migrant children
- Ability to use computer and CORE 4
- Successful experience with basic clerical skills preferred
- Experience as a para educator working with migrant students required
- Experience working with elementary math/reading and technology highly encouraged
- Bilingual (Spanish) skills required
- Previous language acquisition training required
- Computer experience needed to guide parents and students
- Effective verbal and written skills required

Reports To: Migrant Summer School Online Lead Teacher

Major Tasks and Responsibilities:

- Organize and supervise activities during non-class time via internet
- Assist classroom teacher with the preparation of instructional materials
- Perform basic clerical tasks
- Assist with student assessment and documentation of pupil progress as required
- Other duties as deemed necessary by the summer school lead teacher

Dates of Summer School:

Monday – Friday, June 17 – July 15, 2020 Plus 2 (4 hrs. each day) PD/Prep Days

Paras will work two additional day for professional development/prep prior to summer school startup for planning and two possible family nights (TBD based on Covid-19 restrictions) at 3 hours max additional time.