



KAHLOTUS SCHOOL DISTRICT
100 West Martin Street
Kahlotus, WA 99335

Classified Job Description
Preschool Teacher
2024-2025 School Year

POSITION TITLE: Preschool Teacher, Paraeducator, 3 hours per day
LOCATION: Kahlotus School District
DATE POSTED: August 1, 2024
START DATE: August 21, 2024

MINIMUM QUALIFICATIONS:

- *High School Diploma or equivalent
- *Must complete annual required training hours [Para Certificate hours](#)
- *Ability to communicate clearly and work effectively with staff, students, and parents
- *Demonstrated punctuality and an excellent work attendance record
- *Ability to establish and maintain professional, cooperative, working relationships
- *Ability to do playground duties and/or office tasks

PRIMARY FUNCTION:

- Supervise children inside and outside the building in a variety of situations
- Provide instructional assistance such as, but not limited to, facilitating learning centers; individual and small group instruction; facilitating and modeling play
- Meet the needs of young children by performing duties as requested by the supervising teacher, including social skills and behavioral/emotional needs
- Build positive relationships with students, staff and parents
- Work collaboratively with other instructional staff
- Perform basic clerical tasks in the preparation of teaching materials
- Required to handle a wide range of student, staff, and public behaviors and needs in a positive and service-oriented manner
- Communicate regularly with parents and families
- Self-motivated and interested in maintaining strong advocacy for students

EXPECTATION FOR CONTINUED EMPLOYMENT:

- Employment is contingent upon passing the Washington State Patrol and Federal Bureau of Investigation Criminal Background Check.
- Follow all district policies and operational procedures
- Follow the Code of Professional Conduct
- Ability to follow safe work practices and procedures
- Must maintain absolute confidentiality
- Must meet one or more of the following:
 - Associates degree or higher;
 - Have earned 72 quarter credits or 48 semester credits at the 100 level or higher; and/or
 - Have passed or willing to take the Educational Testing Service (ETS) paraeducator assessment

REQUIREMENTS TO APPLY:

- The completed application for Kahlotus School District will include:
 - Classified Application (can be found at: <https://www.kahlotusd.org/general-6>)
 - Cover Letter
 - Resume
- *Current employees need only present a letter of interest
- For additional information please contact Dr. Andie Webb, Superintendent at 509-282-3338 or by email: andie.webb@kahlotusd.org
- Housing is available from the school district for minimal cost
- Closes August 16, 2024

SALARY:

- Hourly rate of pay is between \$23.00 and \$28.26 DOE

Nondiscrimination, Title IX & Section 504: Kahlotus School District 056 complies with all federal rules and regulations and 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. Inquiries regarding compliance/grievance procedures may be directed to the school district's Title IX Officer, Section 504/ADA Coordinator, and Civil Rights Coordinator, Mark F Bitzer at 509-282-3338, PO Box 69 Kahlotus WA 99335