

Klickitat School District #402  
**Instructional Assistant (Grades 6-12)**  
**For 22-23 School Year**

*The proclamation issued by Governor Inslee in August 2021 requires all persons employed by a school district to be fully vaccinated or obtain religious or medical exemption*

**Reports To:** Principal Justin Draper

**Job Goal:** Instructional Assistant is responsible for supporting and assisting students in various school settings

**Required Qualifications:**

- High school diploma or equivalent
- Associate's degree OR 48 semester/72 quarter credits from an accredited college or university OR passing score of 461 on the ParaPro Assessment
- Ability to work positively and professionally with middle and high school age students
- Willingness to continue education as opportunities provided through the school
- Basic typing and computer skills
- Ability to keep accurate records
- Good communication skills
- Must be patient, compassionate and persistent
- Complete the Fundamental Course of Study (28 hours of continuous training, provided by District) within first year of employment

**Performance Responsibilities:**

- Assist the teacher in lesson plan preparation; one-on-one & small group instruction; classroom management; student observation and assessment
- Communicate with parents and staff in a variety of school settings as instructed by their supervisor(s)
- Supervise students in the classroom, cafeteria and on playground
- Collect data and report student progress
- Maintain accurate data collection records
- Provide positive behavior management support
- Participate in assigned staff meetings, in-service programs, workshops and seminars
- Report to supervisor regularly about the schedule and atmosphere in the classroom
- Adapt teaching methods to achieve student goals
- Participate as a member of the education team – may be assigned to attend parent conferences
- Other duties as assigned

**Terms of Employment:**

- 180 workdays
- 7.5 hours per workday, Monday-Friday
- Benefits: Eligibility for sick/personal leave, health benefits offer, retirement plan choice through DRS
- Evaluation: Annually

**Job Contact Information:**

Justin Draper, Principal  
509-369-4145

Classified Staff Applications can be obtained from the Main Office or online at  
<https://www.klickitat.wednet.edu/site/handlers/filedownload.ashx?moduleinstanceid=104&dataid=95&FileName=Klickitat%20Classified%20Staff%20Application%209-19-18.pdf>