



**METHOW VALLEY SCHOOL DISTRICT
CLASSIFIED JOB POSTING**

POSTING DATE: March 4, 2026

CLOSING DATE: Open until filled

Long Term Substitute Paraeducator
Liberty Bell High School

Approximate Dates: March 6th, 2026 - May 15th, 2026

DESCRIPTION

Provide support instruction and assist in a positive building environment in which to maximize impact on student learning. This includes academic support and general supervision for all students.

Location: Liberty Bell High School

Schedule: Monday - Friday

Salary Range: \$21.56 hourly

Mon-Fri 8:00 am-3:30pm

Application Procedure:

Current employees of the district may apply by submitting a letter of interest to HR@methow.org. External applicants apply online using Fast Track at methow.org/district/employment. Please email HR@methow.org with questions.

General Qualifications

- Possess a high school diploma or its equivalent.
- Pass federal/state criminal history background and fingerprint report
- Ability to become highly qualified through one of the following methods:
 - Two years of study at an institution of higher education, or;
 - Associate's degree (or higher), or;
 - A formal assessment
- Maintain current first aid, CPR and AED certification
- Demonstrate friendliness, patience, fairness and firmness in working with students
- Ability to motivate and communicate with children in a creative, organized and patient manner
- Familiarity with children's educational software, spreadsheets, email and word processing programs or the ability to learn required skills
- Maintain harmonious working relationships with students and other employees
- Ability to understand and follow written and oral instructions

- Practice ethical and professional standards of conduct, including the requirement of confidentiality
- Follow health, safety and emergency procedures of the school district.
- Possess the physical ability to make adjustments for a student in a wheelchair, play with a student on the floor and lift 30 pounds to position the child and equipment

General Responsibilities

- Work with small groups of students to reinforce material initially introduced by the classroom teacher
- Guide independent study, enrichment work and remedial work set up by a certificated staff member
- Maintain legible and neat data records for each student as directed by a certificated staff member
- Supervise children in the hallway, lunchroom and playground
- Work with high needs or medically fragile students
- Carry out behavior management plans developed by certificated teachers and other professionals. Support and assist students in meeting classroom and school expectations for appropriate behavior. Observe, record and chart behaviors as directed by a certificated staff member
- Report rule and regulation violations to building supervisor
- Work with and support students who need specialized equipment, i.e. communication devices, wheelchairs, walkers, canes, Braille, etc.
- Participate in appropriate meetings and trainings
- Show good follow-through with tasks
- Prepare classroom materials and activities under the direction of a certificated staff member
- Communicate timely and effectively as a member of the instructional team
- Demonstrate pride in work and adaptability in all tasks
- Perform other reasonable duties as assigned by the principal or superintendent

SALARY AND BENEFIT INFORMATION

Salary Range: \$21.56 hourly

Methow Valley 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 employees have been designated to handle questions and complaints of alleged discrimination. Inquiries regarding compliance and/or grievance procedures may be directed to the district's Title IX/RCW 28A.640 compliance officer Tara Madsen and/or Section 504/ADA Coordinator Alicia Covell and/or Superintendent Dr. Grant Storey, Methow Valley School District, 18 Twin Lakes Rd., Winthrop, WA 98862 or phone 509-966-9205.