

JUNE 17, 2014

PLEASE POST

**POSITION ANNOUNCEMENT**

**PARAPROFESSIONAL  
TOPPENISH MIDDLE SCHOOL**

**ANTICIPATED START DATE: AUGUST 28, 2014  
7 HOURS  
7:30 A.M. – 3:00 P.M. (TIMES MAY VARY)**

**QUALIFICATIONS:**

- High School Diploma or recognized equivalent *and* two years of study at an institution of higher education *or* an Associate's Degree (or higher) *or* completion and passage of a state or local academic assessment such as the Educational Testing Service (ETS) ParaPro Assessment as documented by official ETS) ParaPro Assessment Test Score Report. Score must be 461 or higher. (Please submit a copy of documentation to support your educational qualifications with your application.)
- Ability to work cooperatively with other staff members.
- Must possess effective organizational and recordkeeping skills.
- Must possess basic computer skills.
- Desired characteristics include flexibility, a desire to learn new ideas and skills and willingness to receive training.
- Effective speaking, reading, writing, spelling, and math skills.
- Must possess skills necessary to build rapport with students and families from diverse cultural, linguistic, social and economic backgrounds.
- Bilingual (English/Spanish) preferred.

**APPLICATION PROCEDURE:**

In-district applicants need to submit a letter requesting transfer (e-mail is acceptable) to:  
Rita Anaya – Human Resources Department [ranaya@toppenish.wednet.edu](mailto:ranaya@toppenish.wednet.edu)  
No later than Monday, June 23, 2014 – 4 p.m.

Other applicants need to apply online at: [www.toppenish.wednet.edu](http://www.toppenish.wednet.edu) Online Job Center

**CLOSING DATE: OPEN UNTIL FILLED**

Toppenish 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 designated youth groups. The following person has been designated to handle questions and complaints of alleged discrimination: Larry Davison, Director of Human Resources, 509-865-4455, 306 Bolin Dr., Toppenish, WA 98948, [ldavison@toppenish.wednet.edu](mailto:ldavison@toppenish.wednet.edu)