

**DAVENPORT SCHOOL DISTRICT NO. 207**  
**801 7<sup>TH</sup> Street**  
**DAVENPORT, WA 99122**

**NOTICE OF POSITION VACANCY**  
**Internal & Possibly External**

**Posting Date:** Tuesday, Nov. 30, 2021      **Closing Date:** 10 AM on Tuesday, Dec. 7, 2021

**POSITION TITLE:** Instructional Special Education Paraprofessional

**DETAILS:**

- Instructional Paraprofessional position based at Davenport Elementary School primarily assisting special needs Transitional Kindergarten & other special needs elementary students
- This position will be 5 days a week from 9:00AM to 1:30 PM for a total of **4.5 hours**  
Note: These hours may change based on student and program need.

**DUTIES:**

- Current duties include spending the majority of time working with students in the Transitional Kindergarten program.
  - Providing individualized supports to students following their IEP goals
  - Working with the special ed. teacher and the regular classroom teacher
  - Assisting students with toileting needs
  - Supervising students at recess and lunch as assigned

**QUALIFICATIONS:**

- Minimum of two years college course work OR passing of the paraprofessional competency test
- Strong & effective communication (written & verbal) skills
- Exceptional work ethic and attention to detail
- Prior successful experiences working with children preferred

**IMMEDIATE SUPERVISORS:**

- Elementary Principal / Special Education Director/Classroom Teachers

**APPLICATION PROCEDURE:**

- Internal: Submit a letter of interest that addresses your specific qualifications and skills related to this job opening.
- External: Submit a letter of interest, resume, and district application form (classified staff) that addresses your specific qualifications and skills related to this job opening.
- All questions and applications materials should be directed to:

Stephanie Linstrum, District Secretary  
Davenport School District No. 207  
801 7<sup>th</sup> St.  
Davenport, WA 99122  
(509) 725-1481  
[slinstrum@davenportsd.org](mailto:slinstrum@davenportsd.org)

If you require accommodation in the application and/or interview process, please inform us.

**IMMIGRATION AND CONTROL ACT REQUIREMENT**

An applicant, if not a current employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

**DISCLOSURE STATEMENT AND BACKGROUND CHECK**

Pursuant to RCW 43.43834, an applicant will be required to complete a disclosure form in writing and signed by the applicant and sworn under penalty or perjury. This disclosure shall specify, in accordance with the definitions found in RCW 43.43.830, all crimes against children or other persons and all crimes relating to financial exploitation in which the victim was a vulnerable adult. In addition, the district may request from the Washington State Patrol an applicant's record for convictions of offenses against children or other persons and convictions of crimes relating to financial exploitation as described in RCW 43.43.832.

**NON-DISCRIMINATION STATEMENT**

The Davenport 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 Davenport School District complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations.

The Affirmative Action Plan is on file with and available for review from building administrators and the Administration Office, 801 7<sup>th</sup> St., Davenport, WA. Copies are available upon request. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Davenport Schools should contact the district office.

Questions and complaints of alleged discrimination should be directed to:

Civil Rights Compliance Coordinator/Title IX Coordinator  
Mr. Jim Kowalkowski, Superintendent  
801 7th Street, Davenport, WA 99122  
509.725.1481 [jimkowalkowski@davenportsd.org](mailto:jimkowalkowski@davenportsd.org)

Section 504 Coordinator  
Ms. Maria Howes, School Psychologist  
601 Washington Street, Davenport, WA 99122  
509.725.1261 [mhowes@davenportsd.org](mailto:mhowes@davenportsd.org)