

Instructional ParaEducator

General Summary

The job of Paraeducator is done for the purpose of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and providing clerical support to teachers and staff.

Essential Functions

1. Assists students, individually or in small groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
2. Monitors and supervises individual and/or groups of students in a variety of settings (e.g. classroom, playground, library, lunchroom, etc.) for the purpose of providing a safe and positive learning environment.
3. Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving student academic success.
4. Implements and supports family liaison activities.
5. Modifies classroom work/homework for the purpose of providing a method to support and/or reinforce classroom objectives.
6. Maintains classroom equipment, work area, student files/records for the purpose of ensuring availability of items and/or providing reliable information.
7. Performs record keeping and clerical functions for the purpose of supporting the teacher and/or providing necessary records/materials.

Other Functions

Performs other related duties for the purpose of ensuring the efficient and effective functioning of the work unit.

Minimum Qualifications

EDUCATION:

High School Diploma or GED

Associate's degree **OR** 48 semester/72 quarter hours from an accredited college or university; **OR** passing score of 461 on the ParaPro Assessment. (Must provide Official Transcripts to District Office)

OTHER REQUIREMENTS:

Spanish speaking preferred

Required Skills/Knowledge/Ability

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and /or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions. Ability to keyboard, use computers.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 35% walking, and 30% standing.

Conditions/Disclaimer

The above statements are intended to describe the general nature and level of work being performed by those assigned to this position and are not to be construed as an exhaustive list of all responsibilities, duties and skills. Employees may be required to perform duties outside of their normal responsibilities from time to time as needed.

District employees are not authorized to make promises of employment for a particular period of time, or promises of a particular level of compensation or benefits to job applicants for certified or classified positions, and that any such agreement must be in writing and signed by the Superintendent. Any verbal or written statements to that effect by district employees other than the Superintendent are null and void.

Additionally, nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.