



Teaching • Understanding • Serving • Developing

Date Adopted:

Range: I

Classification: Classified

## Job Description

## Instructional Paraeducator

### DEFINITION

Under the direction of an assigned supervisor, assists certificated teacher(s) in the instruction of students placed in regular programs; monitor and report student progress in areas of behavior and performance; perform clerical and instructional support duties.

### EXAMPLES OF DUTIES – *Not all inclusive*

- Assist the teacher in providing instructional activities to individual students or groups to promote student learning.
- Reinforce core curriculum instruction and confer with teacher(s) concerning programs and materials to meet the individual needs of students.
- Assist the teacher with student files and records in accordance with District and State policies to help ensure required documentation and the privacy of students.
- Prepare, create or modify instructional materials.
- Learn and apply behavior modification techniques.
- Assist the teacher in setting up schedules, distributing and collecting materials, information and announcements.
- Monitor students, classroom, and playground activities to provide a safe and positive learning environment.
- Assist in maintaining a clean and orderly learning environment.
- Some positions within this classification who are assigned to elementary school sites supervise students on the playground/athletic courts and in the cafeteria.
- Assist the teacher in administering and proctoring tests according to established guidelines.
- Participate in meetings, conferences and in-service training programs to receive and share updated information and improve skills and knowledge.
- Work with children having difficulty with level of subject learning material.
- Some positions within this classification will require accompanying teachers and students on field trips, community based training, travel and vocational trainings.
- Some positions within this classification who are assigned to secondary school sites will require the monitoring of students in a classroom environment such as a study hall or in-house suspension programs, which are minimally monitored by certificated personnel.
- Operate personal computers to assist students with learning exercises; demonstrate proper operation of keyboards.
- Other related work as required.

### QUALIFICATIONS

#### Knowledge of:

- Appropriate English usage, spelling, grammar, punctuation, arithmetical processes.
- Child guidance principles and practices.
- Basic subjects taught in the District schools, including math, reading, English, language arts and writing.
- Interpersonal skills using tact, patience and courtesy.

- Techniques for measuring student progress
- Modern office equipment, computers and application software

Ability to:

- Establish and maintain cooperative and effective working relationships.
- Assist students in a variety of subject areas and activities.
- Learn instructional techniques, positive behavior procedures and techniques.
- Analyze and resolve non-disciplinary problems.
- Speak, read and write English.
- Demonstrate a patient, understanding and receptive attitude toward students.
- Perform routine clerical duties such as filing and duplicating instructional materials.
- Operate computer, duplicating and standard office equipment.
- Work with discretion and in confidence with student information.
- Interpret and explain policies and procedures.
- Plan and organize work, schedule time, and meet schedules and timelines.
- Understand and carry out oral and written directions.
- Understand and communicate both orally and in writing in a clear and concise manner.

Experience:

- Prior job related experience; paid or volunteer, with students.

Education:

- High School graduate or equivalent and must meet NCLB requirements (48 college units from accredited college or university; or successful completion of the District Instructional Paraeducator Proficiency Exam).

Physical Abilities

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. The employee must be able to:

- Ability to lift and carry classroom supplies and equipment
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Observe, hear and speak to students.
- Possess dexterity of hands and fingers to operate equipment and perform the necessary functions of the position.
- Stand and walk.
- Walk in classroom and outdoor environments.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Reach horizontally and above shoulders to perform job functions.

Condition of Employment:

- Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
- This position has a probationary period of 120 days.

