

PARAEDUCATOR - GENERAL**DEFINITION:**

Under the direction of an assigned supervisor and general direction of a classroom teacher, assists in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and provide routine clerical support.

QUALIFICATIONS:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below.

Must pass the District's Instructional Assistant Proficiency Test prior to being hired.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of a certificated employee, incumbent will:

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
- Monitor and oversee student drills, practices, remedial exercises and assignments in various subjects.
- Provide individual assistance to students as directed; explain errors and answer questions.
- Assist students with a variety of instructional games and activities.
- Assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drills according to approved procedures.
- Report progress regarding student performance and behavior as required.
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials and maintaining various records and files; organize materials to assist student learning.
- Operate a variety of classroom and office equipment including a computer and copy machine.
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- Oversee groups of students during playground activities as assigned; assure safe outdoor play.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.
- Basic child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, handwriting, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students and children as directed by the teacher.
- Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Learn, explain and apply applicable rules, regulations, policies and procedures.
- Organize instructional materials.
- Operate standard office and classroom equipment.

PARAEDUCATOR - GENERAL

- Maintain a clean, safe and orderly classroom learning environment.
- Perform clerical duties related to classroom activities.
- Perform work with many interruptions.
- Maintain routine records.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate standard office and classroom equipment.
- Sit or stand for extended periods of time.
- Bend at the waist, kneel or crouch to assist students.
- See to read a variety of materials and monitor student activities.
- Hear and speak to exchange information.
- Reach overhead, above the shoulders and horizontally.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.