

ADULT EDUCATION PARAPROFESSIONAL

Definition

Under general supervision; to serve as an assistant to teachers by aiding in the supervision of adult students; assist in the preparation and assembling of teaching materials; and to do related work as required

Distinguishing Characteristics

Regularly performs tasks requiring unique skills or supervises other aides or assigned personnel. May possess expertise or knowledge which permits exercise of personal initiative. Reads, writes, and speaks English and at least one other language fluently and acts as an interpreter when necessary.

Examples of Work Activities

Assists teachers with the supervision and training of adult students in teaching English; performs liaison duties for staff and students; prepares instructional materials; assists with various classroom projects; assists teachers in running educational programs; prepares graphic and written teaching materials; operates audio-visual equipment, duplicating and mimeographing equipment; grades papers and tests; maintains records and designated files; develops a wide variety of teaching materials; orders and distributes supplies; supervise and help evaluate assigned personnel; helps individual students in specific problems such as filing out job applications, social security and related problems; aids in recruiting students into the adult programs

Employment Standards

Education and Experience: The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; one year experience in working with adult students.

Knowledge of: English usage, grammar, spelling, punctuation and vocabulary; student recreational activities.

Ability to: Assist with supervising the adult learning activities in a high school; work independently on own initiative; operate a typewriter; understand and carry out oral and written instructions; speak and write Spanish or designated language and English; establish and maintain cooperative working relationships with students and staff. Pass the District's proficiency test.

ADOPTED:

H.S. BOARD: 10/24/78; 6/26/86

REVISED:

H.S. BOARD: 6/28/88