

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: ParaEducator II

DEPARTMENT/DIVISION: Education

POSITION SUMMARY:

Under general supervision of the classroom instructor to serve as an assistant to teachers by aiding in the supervision and training of students and assisting in the preparation and assembling of teaching materials.

ESSENTIAL FUNCTIONS:

1. Regularly performs tasks requiring the exercise of unique skills with minimal teacher supervision.
2. May possess expertise or knowledge which permits exercise of personal initiative.
3. Assists teachers with the supervision and training of students in a unique instructional environment such as a demonstration center.
4. Performs liaison duties for staff, parents, and students.
5. Prepares instructional materials.
6. Assists with various class projects.
7. Assists teachers in running educational programs.
8. Prepares graphic and written teaching materials.
9. Operates audiovisual equipment, duplicating and mimeographing equipment.
10. Grades papers and tests.
11. Maintains records and designated files.
12. Prepares a wide variety of materials including correspondence, memos, reports and notices which may require data entry.
13. Orders and distributes supplies.
14. May supervise and help evaluate assigned personnel.
15. Helps individual students with specific problems.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Completion of the fourteenth grade with an A.A. degree from an accredited community college, equivalent certificate, or equivalent experience in an appropriate discipline desired; expertise in specific program requirements may serve in lieu of education requirement; two years experience in the care and supervision of children. Must pass the District proficiency test.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment, (those with clerical assignments may be required to type at a speed of 45 words per minute from clear copy)
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. Push/pull up to 75 lbs.
5. Lift and carry up to 75 lbs.
6. Run short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule.

SALARY: Classified range 30

Board Approved:	HS	10/24/78	Elem	10/24/78
Revised:	HS	06/26/86	Elem	07/15/86
	HS	05/10/88	Elem	05/24/88
	TUSD	03/27/01		