

Adult Education-Instructional Paraprofessional II

Definition

Under general supervision, 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; and to do related work as required.

Distinguishing Characteristics

Regularly performs tasks requiring the exercise of unique skills with minimal teacher supervision; or supervises other paraprofessionals or assigned personnel. Responsible for working effectively without direct supervision during certain periods of the working day and possesses known expertise or knowledge which permits the exercise of personal initiative.

Examples of Duties

Assists teachers with the supervision and training of students in a unique instructional environment such as a demonstration center, or learning center; performs liaison duties for staff parents and students; prepares instructional material; assists with various class 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; types a wide variety of materials including correspondence, memos, reports and notices; orders and distributes supplies; may supervise and help evaluate assigned personnel; helps individual students with specific problems; assists in preparation of attendance; develop and maintain computer information. Grades tests; manages scanning machines for additional testing; maintains individual student files on a computer; provides transcriptional hard copy for reference to teachers and staff; keeps grade card and hourly calculations updated so as to facilitate precise information for teacher grading and administrative reference. Processes all students for books and materials designated to the subject(s) studied so as to facilitate Adult School inventory control.

Employment Standards

Education and Experience:

Completion of the fourteenth grade with an A.A. degree from an accredited community college, equivalent certificate, or equivalent experience in an appropriate discipline; expertise in specific program requirements may serve in lieu of education requirement; two years experience in the care and supervision of children or adults; pass the district's proficiency test. 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; two years of instructional paraprofessional duties in an adult environment and one year data processing experience in a school district.

Knowledge of:

English usage grammar, spelling, punctuation and vocabulary; student's recreational activities; additional qualifications will be required dependent upon program requirements (i.e. bilingual, sign language for the deaf, or specialist in a prescribed educational program).

Ability to:

Assist with supervising the learning activities in a school district setting; work independently on own initiative; operate a typewriter (those with clerical assignments may be required to type at a speed of not less than 45 words per minute from clear copy); understand and carry out oral and written instructions; perform responsible clerical and instructional work requiring independent judgment, prepare instructional materials as directed, make arithmetic calculations, operate a micro-computer, related printing components, scantrons and a variety of office equipment accurately and efficiently.

Possess the ability to relate tactfully to students, parents, and district employees in an informative, courteous manner.

Revised:

H.S. 8/29/89