



## Classification Specification

### PARAPROFESSIONAL

<b>Department:</b>	Instructional Assistance
<b>Reports To:</b>	Site Administrator
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2020

#### **General Description:**

Perform paraprofessional instructional activities by providing intensified learning experiences for students in assigned areas such as reading and math; assist a certificated teacher 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 implementation of lesson plans; provide a variety of supportive tasks for students and clerical duties to support classroom activities.

#### **Essential Duties and Responsibilities:**

- Present learning materials selected by the teacher; confer with the teacher concerning lesson plans and materials to meet student needs; assist with the implementation of lesson plans.
- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices, and assignments in various subjects.
- Assist students in completing classroom assignments, homework, and projects; assist with math, reading, and writing activities as assigned.
- Assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; administer student tests and assignments; maintain student records and files as assigned.
- Oversee and control behavior of students during classroom activities, physical education (P.E.) instruction, recess periods, and/or field trips under the direction of the teacher and according to approved procedures.
- Monitor and assist students with computer instruction and activities.
- Operate a variety of classroom and office equipment including audio-visual equipment, a computer and assigned software.

- Provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies, and materials.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly, attractive, and clean manner.
- Attend meetings and in-services as assigned.
- Distribute and account for materials such as textbooks, supplies, and equipment.
- May collect monies as assigned.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Child guidance principles and practices.
- Student behavior and developmental characteristics.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including math, grammar, spelling, language, and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Assist with reading and writing activities as assigned.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Monitor, observe, and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain records and files.
- Learn and utilize standard teaching aids.
- Maintain confidentiality of sensitive or privileged information.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.

**Education:** One of the following: 1) Completion of an Associate of Arts (AA) degree; 2) 48 units of course work at the college level; 3) High school graduation or equivalent GED, and the successful completion of a comprehensive exam in the areas of reading, math, and written language.

**Experience:** Some experience working with children in an educational or learning environment.

**Licenses, Certifications, and other requirements:**

- Successful completion of an exam that assesses the individual's ability to work with children.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- Course work in childcare, psychology/guidance, instructional technology and any specific subject area for which paraprofessional application is made is desirable, but not required.

**Working Conditions:**

**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.

- Indoor/classroom/outdoor work environment.
- Fast-paced work environment with changing priorities.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work sitting at a desk or table; see for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Operate computers and other office equipment.
- The employee may be frequently required to: stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions.
- The employee may occasionally be required to: lift and/or move objects up to 25 lbs. in weight.

**Hazards:**

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.