

Title:	Paraprofessional-General Education	Reports To:	Site Administrator	
Department:	Varies	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	180	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 - Group II <input type="checkbox"/> CSEA 860	

DEFINITION

Under general supervision, provides instruction to individual or small groups of students in general subject-matter areas to reinforce classroom lessons; observes, monitors, and records student behavior and performance; assists teachers in maintaining student academic and attendance records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from site administrator. Exercises no supervision of staff.

ESSENTIAL FUNCTIONS

- Works with and tutors individual and small groups of students in various subject matter areas to reinforce class lessons, improve skill levels, prepare for tests, and assist students in completing class and homework assignments.
- Works with students in small groups or on an individual basis in defined subject area using structured lesson plans, exercises, and other approved strategies.
- Supports and monitors students during classroom and recreational activities as necessary for the assigned student(s).
- Observes, monitors, and records student performance; assesses student’s learning needs based on their performance in individual or group sessions; meets with teachers to discuss progress and determine student educational needs.
- Corrects and records tests, papers, and homework assignments.
- With teacher guidance and direction, prepares educational materials and homework packets.
- Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning and straightening the classroom.
- Performs clerical duties in support of the classroom and/or assigned teacher.
- Assists students in a professional and respectful manner.
- Oversees student activities and assists in observing and controlling student behavior; assists with student discipline and conflict resolution.

- Communicates and interacts with parents/guardians, staff, and the public as directed by administrator to answer questions, address concerns, and provide requested information.
- Attends a variety of meetings and training sessions as required.
- Performs basic first aid as required; provides information for accident report form when appropriate.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Methods, practices, and strategies of improving student learning through specialized structured lesson plans, and instructional materials.
- Safety principles and practices.
- Computer equipment and applications related to assigned work.
- Basic principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Effective practices in dealing with parents/guardians, students, and District staff.

Ability to:

- Tutor and engage students in a positive learning environment.
- Observe and assist with student behavior according to approved policies and procedures.
- Perform clerical work with accuracy in support of the assigned student(s).
- Assist with medical emergencies and injuries in a calm and effective manner.
- Learn worksite/District first aid procedures.
- Maintain assigned work area in a clean, safe, and secure manner.
- Understand and follow oral and written instructions.
- Operate computer equipment and applications related to assigned work.
- Organize work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Adapt to changing work priorities; communicate with diverse groups; foster positive relationships; maintain confidentiality; work as part of a team; exhibit tact, patience, kindness, and a positive attitude.

Education and Experience:

- Completion of at least 48 semester units of study at an accredited institution of higher education; OR
- Possession of an Associated Degree or higher from an accredited institution of higher education; OR
- Demonstration of a rigorous standard of quality through a state or local assessment including knowledge of and the ability to assist in instruction in reading, writing, and mathematics.

PHYSICAL REQUIREMENTS:

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	F	Lift/carry 0-10 lbs	F
Twist	F	Lift/carry 11-25 lbs	I
Squat	F	Lift/carry 26-40 lbs	O
Kneel	F	Lift/carry 41-100 lbs	N
Climb	F	Stand	F
Reach above shoulder	O	Walk	F
Grip/Grasp	I	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	F	Keyboarding/Mouse Work	I
Ability to See	F	Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees primarily work in a classroom and/or office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees may be exposed to blood and body fluids. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.