

## HANFORD ELEMENTARY SCHOOL DISTRICT

### Job Description:

### **PARAPROFESSIONAL (TK/K)**

#### **DEFINITION**

Under general supervision by school site administration or designated certificated staff, provides instruction to individual or small groups of students in general subject-matter areas to reinforce classroom lessons; observe, monitor and record student behavior and performance; and assist teachers in maintaining student academic and attendance records.

#### **SUPERVISION RECEIVED AND EXERCISED**

Works under the supervision of the school site administration or designated certificated staff to whom assigned; does not supervise any employee(s).

#### **ESSENTIAL FUNCTIONS**

- Work with and tutor students in individual and small group settings in various subject matter areas to reinforce classroom lessons, improve skill levels, test preparation, and assist students in completing class and homework assignments;
- May assist teachers with preparing instructional materials and homework packets; duplicate, collate, staple, and perform other related duties during non-instructional time. Arrange bulletin boards, displays, and visual aids.
- Assists with recordkeeping, filing, and other clerical duties as assigned;
- Observe, monitor and record student performance; assess student's learning needs based on performance; meet with teachers to discuss progress and determine student educational needs;
- Assists with implementing academic and behavioral strategies as outlined in students' IEP, 504, SST, Behavioral Support, or other individualized plan.
- Correct student classroom and homework assignments. Administer, monitor and score a variety of tests;
- Regularly administers placement, achievement, and diagnostic tests or other special program tests and records test scores;
- May supervise students during non-instructional time including yard supervision as assigned;
- Supervise and monitor students during classroom and other activities; assist in managing student behavior; assist with student discipline and conflict resolution; assist students in emergencies;
- May accompany class on study trips, assist in supervising students;
- Maintain the confidentiality of student records and information;

- Other duties as assigned.

## **NECESSARY EMPLOYMENT STANDARDS**

### Knowledge of:

Instructional and tutorial procedures and practices.

Correct English usage, spelling, grammar and punctuation;

Standard office equipment including personal computer and fax machine;

Operation of audio-visual equipment; and

Subject matter taught in the classroom.

### Ability to:

Establish and maintain effective relationships with adults and students;

Demonstrate skill in the application of instructional/tutorial procedures and practices in general subject matter areas, including: mathematics, grammar, spelling, language writing, reading, science, socials studies, art, and physical education.

Motivate and encourage positive learning patterns and behaviors among students.

Show enthusiasm for and interest in the instructional program

Plan and organize work

Meet schedules and timelines

Maintain accurate records.

Use required software, computer programs needed for both instructional services and record-keeping

Understand and carry out directions; and

**EDUCATION AND EXPERIENCE:**

Education: Equivalent to graduation from high school. Must meet the following requirements as defined in the ESEA Act of January 2002 Section 1119:  
Complete two years of higher education study, OR  
Hold or Obtain an Associate's degree OR  
Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching, reading, writing, and mathematics or reading, writing and mathematics readiness.

Experience: One year of work involving contact with students.

**EDUCATION AND EXPERIENCE (CONT.)**

Testing: Obtain a passing score on the High School Minimum Proficiency Test.

Highly Desirable: Pursuing coursework that will lead to a Bachelors Degree and a teaching credential as a professional educator.

**WORKING CONDITIONS:**

Environment: Classroom and school environment.

Physical Abilities: Seeing to monitor student behavior during classroom activities, to read, prepare and proofread documents, perform assigned duties; hearing and speaking to exchange information related to classroom assignments and to speak on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files, and supplies, lifting light objects.

Adopted: 5/11/22