

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>Title:</b>	Paraprofessional – Instructional Support	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Instructional Support	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020	<b>Current Salary Grade:</b>	13
<b>Job Description Revised:</b>	8/25/2022	<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of a Program Administrator/Supervisor, assist a certificated teacher in the supervision and implementation of instruction to individual or small groups of students with disabilities as identified in an Individualized Education Program (IEP) in an assigned classroom.

**ESSENTIAL FUNCTIONS:**

- Reinforce academic instruction taught by a certificated teacher; tutor assigned individual or small groups of students; provide support for basic and higher secondary level core curriculum in break-out sessions to implement and support goals according to IEP.
- Use multiple approaches to reinforce instruction, adapt language/materials as needed within the curricula to assist understanding.
- Implement individual students' IEP accommodations, such as reading a test aloud, facilitate extra time for a test; clarify what is being asked on the test/homework, and arrange for and proctor tests administered in a separate setting.
- Assist & answer questions to support students with classwork, homework, or projects, attending to their learning styles and IEP accommodations.
- Take, organize, and maintain notes on classroom content. Provide these notes to assigned students as directed by the certificated teacher.
- Create study guides for tests and lead a study session before tests as directed by the certificated teacher.
- Act as a liaison between the special education teacher and general-ed teachers.
- Monitor and support the behavior of students in the classroom, and report progress regarding student performance and behavior to the case manager.
- Assist in maintaining a safe, orderly, and supportive learning environment.
- Report observations and incidents relating to specific students (e.g. fights or inappropriate social behavior); document and communicate information to appropriate personnel.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.

**REQUIRED QUALIFICATIONS:**

**Knowledge of:**

- Principles and techniques of reinforcing instruction to individuals or small groups of students with learning disabilities in a variety of subject areas.
- Instructional procedures and practices.
- Basic child guidance and child development principles and behavior practices especially as they relate to students with learning disabilities.

- Basic and higher secondary level subjects taught in the District schools, including Mathematics, Science, English, or other core curricula.
- Safety practices and procedures in classroom and behavior management.
- Safety practices for school activities
- Classroom procedures and appropriate student conduct.
- Conflict resolution strategies.
- Advanced English usage, critical thinking, inference, and main ideas.

Ability to:

- Use multiple approaches in instruction of students in reading, writing, science, and mathematics.
- Understand and follow complex oral and written directions.
- Gather and/or collate accurate data on students' needs for prompting/support to attend to class/classwork.
- Create study guides, adapt material, keep class notes within a shared platform.
- Perform and reinforce basic to higher secondary level math, including calculations using formulas, fractions, and percentages.
- Perform multiple non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Oversee and monitor student behavior.
- Adhere to safety practices.
- Operate a variety of job-related equipment including a computer and assigned software.
- Administer first aid and CPR as necessary.
- Maintain confidentiality of privileged and sensitive information.
- Organize and prioritize work to meet deadlines, timelines and schedules.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent, AA preferred.

Experience: Job-related experience is required.

Required licenses, certificates, continuing education, training and other requirements:

**DESIRABLE QUALIFICATIONS:**

- 1-2 years' experience supporting academic instruction of students and/or individuals with learning deficits.

**WORKING CONDITIONS:**

Environment:

Classroom work environment.

Fast-paced 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.

- Some lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.

- Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Hazards:

- N/A

**OTHER:**

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint Clearance.
- State Mandated Training
- TB Clearance.
- Valid Adult/Child/Infant CPR/First Aid Certificate

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law*