CALIFORNIA MILITARY INSTITUTE

Board Approved: August 18, 2021
Salary Schedule: 281; Row: 1

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **PARAEDUCATOR - GENERAL EDUCATION**

JOB PURPOSE STATEMENT: To assist, under direct supervision, in the instruction and supervision of students by relieving teachers of routine clerical tasks and assisting students by providing for general education needs.

JOB FUNCTIONS:

- Monitors and assists student in activities such as drill, practice and study research after lessons and instructions have been given by the teacher
- Performs record keeping, basic clerical functions, basic arithmetic calculations, scheduling, copying etc., for the purpose of supporting the teacher in maintaining student files and providing classroom materials
- Confers/meets with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students progress and/or implementing of students objectives
- Assists the teacher in monitoring individual students/classroom for the purpose of maintaining a safe and positive learning environment
- Knows the principles of child development and instructional processes
- Understands/addresses/interacts positively with students
- Knows general purposes and goals of public education
- Maintains cooperative and effective working relationships with students, staff, and parents
- Performs tasks with initiative and independent judgment
- Observes and reports to teacher unusual or atypical behavior or other problems
- Projects a mature, constructive, stable and healthy attitude in the learning environment
- Uses English clearly and distinctly in both written and verbal form, correct grammar, punctuation and spelling
- Understands and carries out oral and written instructions
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (10 pounds), carry (10 pounds), push/pull (10 pounds), climb, and walk
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma
- Have one of the following:
    - An associates or higher college degree; or
    - The equivalent of 60 semester or 90 quarter units of college credit; or
    - Passed the Perris Union High School District proficiency examination
- Supplemental course work desirable in child care, psychology/guidance, instructional technology and any specific subject area for which paraprofessional application is made

Experience:

- Experience working with students is desirable

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Non-Union Position