

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: PARAEDUCATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, provides assistance in facilitating, managing, and providing activities to students from TK to 8th grade, before and after school.

ESSENTIAL DUTIES:

Provide assistance in the planning, organizing, scheduling, and facilitating activities designed to promote the physical, creative, social skills and well-being of students.

Provide written observations on the manner in which assigned students interact with other students and adults with whom they come in contact with.

Assist in the preparation and tutor students in all curriculum areas; reinforce learning concepts in instructional areas and encourage questions and responses to stimulate learning.

Prepare expanded learning materials that support academic content, physical fitness and creativity.

Engage in the learning process with students and closely supervise them in the classroom and outdoors.

Observe and controls the behavior of students according to approved procedures.

Enforce rules and regulations, and use Positive Behavior Intervention Supports (PBIS) strategies with students.

Performs a variety of clerical duties in relation to student instruction, such as the preparation of instructional materials, scoring tests, recording grades and attendance, as well as maintaining records and files.

Serve or assist students with serving snacks and meals for themselves, as appropriate; clean up serving areas after meals and guide students in cleanup activities.

Assist students by providing proper examples, emotional support, a friendly attitude, and general guidance.

Provides CPR, first-aid and cares for ill or injured students as necessary.

Assure the health and safety of students by following health and safety rules.

Direct group activities of students as assigned.

Attend staff meetings, conferences and in-service training programs, as directed.

Performs other related duties, as assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision: (1) Reports and takes direction from the site administrator or designee.
 - Internal Contacts: (1) Frequent contacts with students, other school site personnel.
 - External Contacts: (1) Frequent contact with parents and/or legal guardians.
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KNOWLEDGE OF:

Child guidance principles and practices.

Appropriate student practices in the areas of cognitive development, socialization, and physical fitness, including students with special needs.

Basic subjects taught in elementary schools, including arithmetic, grammar, spelling, language, reading, and middle school algebra.

Reading and writing communication skills.

Appropriate behavior management techniques and interventions for use with elementary and/or middle school age students.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Basic health and honors district's wellness policy for students.

Interpersonal relations skills; using tact, patience, and courtesy.

ABILITY TO:

Oversee and discipline students in accordance with approved policies and procedures.

Learn and apply basic routines and requirements for students of all ages.

Guide students by using Positive Behavior and Intervention Support (PBIS) strategies.

Print and write legibly.

Exercise flexibility, patience and sensitivity.

Establish and maintain effective working relationships with students, parents, supervisors and other school district personnel.

Learn the procedures, functions, and limitations of assigned duties.

Perform clerical duties, such as filing, duplicating, and maintaining simple records.

Maintain assigned equipment, supplies, and working areas in a clean and orderly condition.

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Understand and follow both oral and written directions.

Read, interpret, and follow rules, regulations, policies and procedures.

Work confidentially with discretion.

Learn and administer first-aid, and CPR techniques.

EDUCATION AND EXPERIENCE:

1. At least two years of study (48 units with at least 6 college semester units in early childhood education or closely-related subjects).

OR

2. Have at least 6 college semester units in early childhood education or closely-related subjects and pass a rigorous local exam measuring knowledge of and ability to assist in teaching reading, writing and math and demonstrate experience in working with children in an organized setting or learning situation.

AND

3. Have 6 months of demonstrated experience working with school age children.

LICENSES AND OTHER REQUIREMENTS:

None

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

PREPARED BY:

Classified Personnel Department

DATE: 4/99

APPROVED BY:

Board of Trustees

DATE: 5/20/99

APPROVED BY:

Personnel Commission

DATE: 9/28/99

REVISED BY:

Personnel Commission

DATE: 4/26/05

REVISED BY:

Personnel Commission

DATE: 12/20/2022