



For the future of every student

CLASS TITLE: PARAEDUCATOR - AFTER SCHOOL

BASIC FUNCTION:

Under the direction of a Certificated staff member, assist in providing instruction to individuals or small groups of students, assisting in the effective instruction and reinforcement of lessons in an elementary or secondary after school program; perform a variety of instructional, recreational, motivational and clerical duties; perform related duties as assigned. Positions in this classification are funded through grants or donated funds. Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in the implementation of an after school program that gives students a variety of educational, recreational and enrichment activities in accordance with program guidelines.

Participate in the effective instruction of students through activities such as tutoring students individually or in groups, leading and facilitating group discussions, class projects, homework assistance, and coordinating learning activities with guest instructors and/or community organizations.

Assist students with assigned projects utilizing appropriate computer software, technology tools and resources.

May assist students with credit recovery utilizing computer software programs and on-line programs.

Provide direction and support to students with grade level written assignments and projects.

Assist students completing grade appropriate homework and/or preparing for grade appropriate exams.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; monitor students during outdoor, playground, field trip, eating, break, and various other activities as assigned. Inform certificated staff of student progress and/or problems.

Under the guidance and instruction of a designated certificated staff member, communicate with District staff, various outside agencies and/or parents to exchange information and resolve issues or concerns related to student needs and activities.

Perform a variety of clerical duties such as prepare and maintain various records related to student activities, attendance, academic progress, instructional materials, and other related data.

Under the direction of the assigned certificated staff member, participate in building weekly schedules and activities, and assist communicating and implementing the activities with the students. Support in the preparation of instructional materials, scoring papers, and recording grades.

Monitor student check-in and sign-out procedures; ensure that attendance sheets are completed properly by staff, parents and students.

Attend meetings and in-service trainings for the purpose of keeping knowledge current and/or acquiring or conveying information.

Administer basic first aid and complete accident reports when necessary.

Operate a variety of classroom, recreational and office equipment such as a copier, paper cutter, fax machine, computers, software and sports equipment.

May communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between students, teachers, staff, parents and others as required; translate notes, assignments, letters and other materials as needed.

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic educational reference material.

Ethnic groups and cultural diversity in community neighborhoods. Group behavior and group dynamics.

Basic concepts of adolescent development and behavior, motivation, and behavior intervention and modification.

Effective instructional and study techniques.

Core academic subjects taught in District schools, including mathematics, English and language arts, reading, history and social studies, and science.

Personal computer operating systems and operating procedures.

General classroom management techniques.

Correct English usage, spelling, grammar, and punctuation.

Basic record keeping.

Safe practices in classroom activities.

ABILITY TO:

Work well with elementary and secondary students from diverse cultural, linguistic and economic backgrounds, encourage positive learning patterns and behavior in students.

Demonstrate enthusiasm for learning with students as a life-long learner model.

Assist in implementing curriculum related to instructional activities and materials.

Reinforce instruction to individual or small groups of students as directed by teacher or assigned certificated staff.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Assist in the implementation of lesson plans and instructional activities.

Observe health and safety regulations.

Utilize classroom or general office equipment including personal computer operating systems, audiovisual equipment, photocopier, laminator, etc.

Maintain records and files.

Demonstrate flexibility, understanding and patience toward students, parents and school personnel.

Demonstrate a positive role model to students.

Assist with discipline of students in accordance with district policy.

Motivate students to study, remain in school, and participate in the after-school program

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires a high school diploma or the equivalent. Requires two years of college (48 units) or pass the District's assessment that demonstrates knowledge and skills in assisting in instruction or pass the California Basic Educational Skills Test (CBEST). An Associate's degree is highly desirable.

Experience: Some experience working with children, adolescents, and young adults in an organized setting. Some experience using computers, software and other technology tools and resources relevant to providing academic and clerical support. Experience working with individuals with special developmental needs is desirable.

SPECIAL REQUIREMENTS:

Some positions may require First Aid and CPR certifications issued by an authorized agency; employees must fulfill certification requirements within the first three (3) months of the probationary period.

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom and outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission: 07/23/2014

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