

Elementary Paraeducator (Grade TK)

DEFINITION:

Under the direction of an assigned site supervisor and general guidance of the classroom teacher(s), the Elementary Paraeducator (Grade TK) will assist in the implementation of the educational program for students in an elementary general education environment in order to meet instructional goals and objectives.

This position is distinguished from other aide or instructional assistant roles in that, in addition to providing instructional support to students in the elementary grades under the guidance of the certificated teacher(s), employees in these positions are primarily responsible for assisting the classroom teacher(s) in creating and maintaining engaging academic environments.

QUALIFICATIONS:

Experience: Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below. Must pass the District's Instructional Assistant Proficiency Test prior to being hired.

Education: High School Diploma or equivalent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of an assigned site supervisor and general guidance of the classroom teacher(s), the incumbent will:

- Assist the primary (Grade TK) classroom teacher(s) in providing instruction to students in an assigned classroom or classrooms.
- Utilizes appropriate methods of instruction to achieve goals and objectives set forth by the certificated teacher(s) and assist in implementing practices proven to raise student achievement.
- Utilize curricular materials and assessments for instruction and intervention in literacy and numeracy.
- Work with small groups of students to reinforce instruction.
- Provide individual assistance to students as directed; explain errors and answer questions.
- Assist with monitoring behavior of students in the classroom and during outdoor activities.
- Assist students with a variety of lessons, instructional games, and activities.
- Communicate with the classroom teacher(s) about progress regarding student performance and behavior.
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude, and general guidance.
- Perform a variety of clerical and supportive duties related to classroom activities and classroom management.
- Operate a variety of classroom equipment, including a computer.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job.

KNOWLEDGE:

- Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.
- Basic child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, handwriting, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.

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- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

ABILITIES AND SKILLS:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students and children.
- Learn and apply appropriate methods, procedures, and limitations in the assigned instructional environment.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Learn, explain, and apply applicable rules, regulations, policies, and procedures.
- Organize instructional materials.
- Operate standard office and classroom equipment.
- Maintain a clean, safe, and orderly classroom learning environment.
- Perform clerical duties related to classroom activities.
- Perform work with many interruptions.
- Maintain routine records.
- Maintain consistent, punctual, and regular attendance.
- Move hands and fingers to operate standard office and classroom equipment.
- Bend at the waist, kneel, or crouch to assist students.
- See to read a variety of materials and monitor student activities.
- Hear and speak to exchange information.
- Reach overhead, above the shoulders and horizontally.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, work with students who may be in chairs or desks that are low to the ground, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.