

Laguna Beach Unified School District:
Job Description: Extended Day Program ParaEducator

BASIC FUNCTION:

Under the general supervision of the Director of Early Learning, plan and independently supervise activities that meet the needs and interests of preschool to kindergarten aged students, utilizing knowledge of early child development.

ESSENTIAL DUTIES:

- Set up work areas and displays, operate computers and audio-visual equipment and prepare and duplicate instructional materials; confer with teachers concerning programs and materials to meet student needs
- Develop a schedule in support of the development of the early learner and in compliance with established guidelines
- Research and prepare instructional, motivational and other materials in support of the specialized program to engage students in various activities
- Performs a variety of positive behavior management and support functions
- Report progress regarding student performance and behavior
- Prepare and maintain program-related records including attendance and communication logs; maintain the confidentiality of student records and information to established guidelines
- Develops instructional plans for support staff and substitute use as needed
- Assure the health and safety of students by following health and safety practices and procedures
- Oversee safety of students participating in expanded learning opportunities, including supervision during inside learning, outside activities, and entry/exit.
- Assist with homework as needed
- Organize and lead a range of activities that are engaging and develop early learning readiness skills
- Ensure that students actively participate in programs and activities
- Provide guidance, mentorship, and support to expanded learning students
- Maintain a healthy and safe environment
- Exercise sound decision making and problem-solving skills in resolving students needs or issues
- Identify day-to-day needs and areas of improvement for the program
- Follow protocol with incidents by notifying the Director of Early Learning immediately and writing an incident report
- Participate and demonstrate leadership in special early learning events
- Communicate with parents/guardians/staff regarding expanded learning program and student needs

OTHER REPRESENTATIVE DUTIES:

- Participate in training and professional development as needed

- Participate in staff meetings as requested; attend various in-service meetings as assigned; participate in parent conferences as requested
- Perform related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Knowledge of or ability to learn instructional strategies that are currently in use within the school to support early learners
- Basic concepts of child growth, development and developmental behavioral characteristics
- Child guidance principles and practices
- Applicable sections of the Education Code
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Record-keeping techniques
- Classroom procedures and appropriate student conduct
- Operation of office, instructional and audio-visual equipment
- Health and safety regulations
- Early developmental index results for LBUSD and activities to support desired outcomes

Ability to:

- Reinforce instruction to individual or small groups
- Understand and relate to children with special needs
- Perform clerical duties and maintain records related to classroom activities
- Understand and follow oral and written directions
- Read, interpret, apply and explain school rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Work confidentially with discretion
- Operate office, instructional and audio-visual equipment
- Communicate effectively both orally and in writing
- Follow and understand oral and written instructions without immediate supervision
- Organize activities and set priorities to meet established deadlines

MINIMUM QUALIFICATIONS

Education: A minimum of 6-semester units of course work in early childhood education or child development is recommended. Willingness to work towards additional early childhood education courses with District support.

Experience: One (1) year of experience working with preschool to kindergarten aged students in a learning, childcare, or similar environment.

Licenses, Certifications, and other requirements:

- Must be at least 18 years or older

- Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a professional example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS

Environment:

- School and classroom environment
- Moderate noise level
- Outdoor weather conditions

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information

- Ability to monitor student activities
- Ability to learn the procedures, functions, and limitations of assigned duties

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District and speak, read, and write in English.