

Laguna Beach Unified School District: Job Description: Intervention ParaEducator

BASIC FUNCTION:

Under the general supervision of the Principal and direction of the assigned teacher or instructional coach, assist individual or small groups of identified students; prepare a variety of instructional materials.

ESSENTIAL DUTIES:

- Serves as a member of the Assessment team
- Assists with data collection/entry and prepares reports to be used for Grade Level Teams
- Administers assessment instruments throughout the Intervention Programs sequence, under the direction of certificated staff
- Tutor individual or small groups of students, reinforcing instruction as directed by the designated program; provide and utilize intensive methods of reinforcement of the lesson plans in accordance with specialized program guidelines; monitor and oversee student drills, practices and assignments
- 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
- Provide one-on-one assistance to students with special needs
- Develop lesson plans and schedule in support of the specialized reading program 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
- Administer, monitor and score a variety of tests and assignments to determine progress; explain instructions; communicate with school psychologists, speech and language pathologists, and classroom teachers regarding student needs and programs
- Performs a variety of behavior management and behavior shaping functions
- Report progress regarding student performance and behavior
- Prepare and maintain program-related records including testing, evaluation or instructional materials as required; maintain the confidentiality of student records and information to established guidelines
- Develops and updates schedule and instructional plans for support staff and substitute use
- Assure the health and safety of students by following health and safety practices and procedures

OTHER REPRESENTATIVE DUTIES:

- Participates in staff development activities and professional learning communities as appropriate
- 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 in a variety of Intervention Programs that are currently in use within the school for varying grade levels
- Record student attendance and maintain daily performance in the program by tracking methods that are used for each program, i.e. student data system, Excel, and a variety of computer data programs
- Basic concepts of child growth, development and developmental behavioral characteristics.
- Child guidance principles and practices
- Applicable sections of the Education Code
- Specialized reading program guidelines

- Basic subjects taught in District schools, including grammar, spelling, language and reading
- Safe practices in classroom
- Basic instructional methods and techniques
- 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

Ability to:

- Reinforce instruction to individual or small groups of identified specialized program students in a classroom
- Provide and utilize intensive methods in accordance with specialized reading guidelines
- Understand and relate to children with special needs
- Perform clerical duties related to classroom activities
- Understand and follow oral and written directions
- Read, interpret, apply and explain applicable codes, 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
- Maintain records
- Observe health and safety regulations
- Communicate effectively both orally and in writing

MINIMUM QUALIFICATIONS

Experience:

Three years of increasing responsible experience working with multi-age children with a variety of intervention strategies

Education:

A Bachelor’s degree from an accredited college or university, with an emphasis in reading, language arts or math is preferred and three years experience in working with children in an organized setting.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a desirable 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
- Belief in high standards
- 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 technology, computer, copy machine, telephone and other office equipment with dexterity in a safe and efficient manner

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

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.