

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of students in a classroom; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and supervise student work, practices and research.

Prepare for lessons as directed by the teacher.

Observe and assist the teacher and instructional staff in controlling the behavior of students in the classroom or other learning environments according to approved procedures; report progress regarding student performance and behavior; assure student understanding of classroom rules and procedures.

Supervise student activities including field trips as required; supervise the loading and unloading of students on school buses as assigned.

Assist the instructional staff in supervising students inside and outside the classroom as assigned. Escort students to and from designated locations as assigned; may accompany students to recess, lunch and on field trips as assigned.

Assist with administering and scoring a variety of tests as assigned; may proctor state exams as assigned.

Perform a variety of clerical duties such as preparing instructional materials, scoring papers, maintaining records and files and duplicating classroom materials.

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Confer with teachers concerning programs and materials to meet student needs. May communicate with faculty, staff and administrators to exchange information and resolve issues or concerns.

Assist certificated personnel in protecting the health and safety of students by following health and safety practices and procedures.

Assist students by providing proper examples, emotional support and general guidance in the school setting.

Direct group activities of students as assigned.

Participate in meetings and in-service training programs as assigned.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Oral and written communication skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Assist with instruction and related activities of the assigned learning environment.

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

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively with children and adults.

Learn and follow applicable rules, regulations, policies and procedures.

Work cooperatively and effectively with others.

Communicate effectively both orally and in writing.

Provide instruction to, supervise, and discipline students according to approved District policies and procedures.

Operate a variety of instructional related equipment such as computers and duplicating machines.

Operate a variety of office equipment.
Enlist the support, interest and participation of students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency and some experience in working with school-age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the District-mandated proficiency examination.

WORKING CONDITIONS:

Inside and outside classroom environment. Subject to exposure to communicable diseases.

Job Study-1/2020