

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAPROFESSIONAL

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing a variety of basic skills instruction to individual or small groups of students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans, Individual Education Plans (IEP), 504 plans and Behavior Intervention Plans (BIP); perform a variety of related clerical duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students, reinforcing instruction in a variety of subjects as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist in the presentation and preparation of learning materials, lesson plans, instructional exercises and implementation of Individual Education Plans (IEP), 504 plans and Behavior Intervention Plans (BIP); assist students in reaching IEP and BIP goals; compile data and log data for Positive Behavioral Interventions and Supports (PBIS).

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student attendance, progress reports, logs, records, notes and files as assigned; schedule parent teacher conferences.

Assist and motivate students to improve their reading, writing, math and science measures; reinforce reading instruction including phonics, vocabulary and comprehension with ELD groups or one-on-one with students; assist students with basic skills exercises and assignments in a variety of subject matters.

Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch, detention and recess activities as directed; accompany students on field trips and during special events; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.

Assist in shaping student's behavior, social skills, and development of appropriate social behaviors through positive reinforcement and other strategies; confer with teachers concerning programs and materials to meet the individual needs of special education and regular education students.

Assist students with test preparation skills; administer and proctor various tests including CELDT as directed; prepare mandated reports, spreadsheets and documentation as required; grade student tests and assignments; record grades; assist the teacher with monitoring progress of student assessments.

Assist students in the operation of a variety of instructional technology; assist students in the computer lab with instructional support software, equipment and materials.

Operate a variety of classroom and office equipment including a computer, copier and laminator as assigned.

Provide classroom support to the teacher by setting up technology, work areas/centers and displays, and distributing and collecting paper, supplies and materials.

Accompany students on field trips and outside the classroom; escort students to and from designated locations as assigned.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.

Provide routine first aid to injured students according to established procedures as needed; notify parents of ill or injured students.

Attend and participate in meetings and in-service trainings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.

Safe practices in classroom activities.

Basic subjects taught in local schools, including arithmetic, grammar, science, history, spelling, language and reading.

Basic instructional methods and techniques.

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

Basic guided reading and intervention practices.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Basic first aid/CPR techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Perform a variety of clerical duties in support of classroom activities.
Learn guidelines and materials related to the reading program as assigned by the position.
Assist in the preparation of instructional materials and implementation of lesson plans.
Read books to students and assist with reading and writing activities as assigned.
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.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Maintain records and files.
Administer first aid/CPR as required.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent and completion of 60 semester units or an Associate's degree or higher from a regionally accredited college/university.

Experience: Two years of experience working with school age children in an organized setting or learning environment.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certification within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.
Constant interruptions.

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.