

**Sunnyvale School District**  
**Position Title: Para-Educator Regular Ed/KLAS**

**Work days/month:** 210 days/10 months

**Salary:** Range 20 (<https://www.sesd.org/Page/719>)

**Basic Functions:**

- Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist teachers with the preparation of instructional materials; tutor students in assigned subject areas.

**Essential Duties & Responsibilities:**

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher/coordinator.
- Provide classroom support by setting up work areas and displays, operating equipment, and distributing and collecting paper, supplies, and materials; confer with teachers/co-ordinator concerning lesson plans and materials to meet student needs.
- Assist with the formulation of lesson plans; modification of instruction and materials; administering and scoring tests and assignments and collecting and communicating student progress.
- Assists in monitoring and ensuring student safety in the classroom, on school grounds, and in the community following health and safety protocols.
- Foster relationships with students through positive interactions and culturally responsive practices.
- Observe and redirect the behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Accompanies students going from one location to another, including to and from the bus/transportation.
- Operate a variety of classroom and office equipment including but not limited to a computer, copier, paper cutter, and laminator.
- Perform a variety of clerical duties such as preparing, duplicating instructional materials, maintain student files as assigned; record student attendance.
- Set up and operate educational technology such as communication technology, and other equipment that serves to assist and enhance instructional programs.
- Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
- Perform other duties as requested by the supervisor.

**Knowledge:**

- Knowledge of grade level and intervention curriculum, child development principles, and practices.
- Basic instructional methods and techniques, such as clarification and scaffolding.
- Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
- Basic computer skills including email and district applications. Visual acuity to read a variety of materials in both print and digital formats.
- Basic record-keeping techniques.

**Abilities:**

- Communicate professionally and clearly both verbally and in writing.
- Work cooperatively with diverse staff, students, and community.
- Provide excellent customer service in dynamic situations, maintaining a positive and responsive attitude when facing challenges.
- Follow verbal and written instructions with minimal supervision and use good judgment.
- Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
- Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

**Education and Experience:**

- Possess a high school diploma.
- An AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or equivalent experience in the related field.

**Required Licenses & Certificates:**

- A valid driver's license, if the position requires traveling between locations.
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

**Working Conditions:****1. Environment:**

- Campus-wide environment and community setting.
- Occasional interaction with emotional, dissatisfied, or demanding individuals.
- Constant interruptions.

**2. Physical Requirements:**

- Visual acuity to read a variety of materials in both print and digital formats.
- Auditory ability to exchange information.
- Sitting/standing for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
- Ability to lift up to 25 pounds.

**3. Hazards:**

- Potentially harmful physical outbursts from students.
- Potential for contact with blood and other body fluids.

**Terms of Employment:**

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

**Evaluation:**

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).