

Sunnyvale School District
Position Title: Early Learning Para-Educator

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, provide support and assistance in a Preschool or Transitional Kindergarten classroom and on the playground. Work with children individually or in small groups; support activities as planned; assist children with personal needs; perform a variety of clerical support duties related to classroom activities; work to maintain a clean, safe, and orderly physical environment.

Essential Duties & Responsibilities:

- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs.
- Utilize developmentally appropriate practice and best practice methods at all times.
- Be warm and nurturing with children.
- Be a positive role model for all program staff and children.
- Reinforce instruction to students with learning disabilities and language, communication, and behavioral challenges; confer with general and special education teachers and other related service providers concerning programs and materials to meet the individual needs of special education students and to support the inclusion concept.
- Support and manage the behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Support maintaining and ensuring a clean, organized, and environment and the health and safety of students by following established safety protocols and procedures.
- Assist the classroom teachers in implementing daily activities that are developmentally appropriate for early learners.
- Perform a variety of clerical duties in support of classroom activities such as preparing, duplicating, and filing instructional materials.
- Assist assigned teachers with the formulation and implementation of lesson plans; assist in gathering student data and charting student progress; modify instructional materials and facilitate daily activities that are developmentally appropriate for early learners.
- Perform light housekeeping duties including but not limited to cleaning and disinfecting instructional materials and furniture.
- Assist with snack and lunchtime as assigned; prepare snacks; set up and clean eating areas; assist with washing children's hands and faces after play times and meals as needed; assist children with toileting as needed.
- Set up and operate audiovisual equipment, computers, 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:

- Child development principles and practices.
- Safety practices in classroom and playground activities.
- Subjects taught in early learning environments, including early literacy and math skills.
- Basic knowledge of instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic age-appropriate classroom procedures and positive behavior support strategies.
- Verbal and written communication skills.
- Basic record-keeping techniques.
- Basic computer skills including email and district applications. Visual acuity to read a variety of materials in both print and digital formats.

Abilities:

- Assist in providing care, supervision, and instruction to preschool and Transitional Kindergarten students in a classroom or other learning environment.
- Assist with implementing a variety of activities to meet the needs and interests of the children.
- 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.
- Understand and follow verbal and written directions.
- Communicate effectively both verbally and in writing.
- Observe and follow health and safety regulations.
- Perform clerical duties related to classroom activities.
- Exhibit positive interpersonal skills that result in excellent customer service and positive working relationships with others.

Education and Experience:

- Possess a high school diploma and an AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or have demonstrated knowledge of Language Arts, Mathematics, and the Ability to Assist in Instruction (Test).
- Experience working with students requiring a specialized learning environment is strongly recommended.

Required Licenses & Certificates:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:**1. Environment:**

- Campus-wide environment.

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.
- Bending at the waist, kneeling, or crouching to assist students
- 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:

- Abusive and potentially harmful 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)