ENHANCEMENT PARAPROFESSIONAL (EP)

Purpose Statement

This position works under the direction of the principal, and, when assigned to a specific classroom, has additional accountability to the certificated teacher for that classroom. This position supports the instructional program by providing instruction, academic support, direction, information and expertise to individual students or groups of students in specific content areas.

Essential Functions

Incumbents perform any combination of the essential functions shown below. This position description lists the essential duties; knowledge; skills and abilities associated with this position, and are intended to reflect the critical job elements. Additional job roles and responsibilities similar to those listed below may be added to this position over time.

- Works with students under the supervision and guidance of the assigned teacher/supervisor or grade level team to develop and implement methods to instruct, reinforce, supplement, clarify or demonstrate lesson content and learning goals to students.
- Works with teachers to differentiate instruction for students at different learning levels.
- Plans and implements presentations and materials related to specialized area of instruction to support the academic program
- Uses training and expertise in various content areas to provide strategic instructional support and/or supplemental instruction to students in assigned subject areas or to do lesson preview or review.
- Assists certificated instructor in checking for understanding of lesson content and evaluating whether student(s) have adequately mastered the concept or learning goal for the lesson(s).
- Provides technical assistance to students in the operation of specialized instructional equipment as assigned assuring student access to content.
- Builds positive and beneficial relationships with students.
- Prepares and issues materials and equipment for student use.
- Monitors and controls student behavior according to established expectations and procedures.
- Maintains records and files of students' progress, and other information as assigned.
- Assures that adequate supplies and materials are available for timely instructional use.
- Assists in maintaining a safe and orderly learning environment.

Other Functions

- Assists with general supervision
- Assists with parent contacts
- Works with students one-on-one as assigned
- Supports administration of the instructional program by completing forms, doing assigned reports, providing information to the school or district office and maintaining files as needed.
- Other duties may be assigned.

Job Requirements and Qualifications:

- Bilingual-Spanish language skills preferred.
- High school diploma or the equivalent

- Two years of college (48 semester units), or A. A. degree (or higher), or pass local assessment of knowledge and skills in assisting in instruction. (Or possess a comparable education from another country. Individuals who have completed college or university coursework in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees, and other relevant documents.)
- Experience working with in educational setting with students pre-K to 12th grade
- Employment eligibility will include being fingerprinted, passing a TB test and/or other employment clearance requirements.
- Ability to travel to other sites/locations
- Experience working in Professional Learning Communities

Licenses and Other Requirements:
Personal appearance, grooming, and language patterns, which will provide a satisfactory example to pupils

Knowledge and Abilities:

Knowledge of:
- Specialized area(s) of enhancement/enrichment/intervention support
- Methods of supporting and extending instruction
- Test administration and interpretation
- Principles, practices, procedures and equipment of specialized area of expertise
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Correct primary language usage, grammar, spelling, punctuation and vocabulary

Ability to:
- Plan, develop and conduct specific individual or small group intervention lessons under the general plan and direction of the teacher
- Provide assistance and information to students in area of specialty
- Understand data and use diagnostic information
- Define problems, collect data, establish facts and draw valid conclusions
- Operate and demonstrate the use of specialized equipment and materials
- Issue and demonstrate materials and equipment related to area of specialty
- Monitor and control student behavior
- Work independently under general supervision
- Establish and maintain effective and cooperative working relationships with others
- Prepare and maintain a variety of records, reports and files
- Use effective interpersonal skills including tact, patience and courtesy
- Schedule and perform work to meet established timelines
- Work independently with minimal supervision

Working Conditions:
- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate assigned equipment and demonstrate activities
- Bending at the waist, kneeling or crouching to assist students
- Sitting at a desk, conference table, or in classrooms of various configurations for extended periods of time
- Distinguishing colors, seeing and reading a computer screen, educational materials, books, and other printed matter, with or without vision aids and seeing to monitor students
- Speaking in audible tones, comprehensible to others, in normal classrooms, outdoors, and on the telephone.
- Walking on uneven terrain, play yards and school grounds, or standing for long periods of time
- Infrequent lifting, pushing and/or pulling 50 pounds and/or less or carry any object weighing up to 15 pounds
- Reaching overhead, above the shoulders and horizontally