JOB DESCRIPTION

JOB TITLE: Paraeducator I (Classroom)

Job Family: Instructional/Student Services

Range: 11

Purpose Statement/s: The job of "Paraeducator I " is done for the purpose/s of assisting in conducting intensified, positive learning experiences for students in assigned areas of study under direct supervision; performs a variety of clerical and supportive tasks for certificated instructional personnel.

Essential Job Functions:

* **Assists** instructional personnel with the development and presentation of learning materials and instructional exercises.
* **Tutors** students individually or in small groups to reinforce and follow-up learning activity.
* **Monitors** and assists in administration of student testing and scores tests as directed.
* **Oversees** and supervises students during classroom activities, on campus/play fields, in library and on field trips.
* **Assists** in the development of a variety of instructional materials.
* **Performs** a variety of instructional media, office machines and equipment.
* **Maintains** student records, attendance and files; maintains discipline in the absence of the teacher.
* **Operates** a variety of instructional media, office machines and equipment.
* **Maintains** records of materials and equipment as directed.
* **Assists** in supervising, analyzing, demonstrating and explaining basic skills, knowledge and strategies in formal sports and fundamentals of body movement.
* **Maintains** a safe and appropriate learning environment.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.

Job Requirements - Qualifications:

* **Experience Required:** Prior job related experience paid or volunteer with school age children. Incumbents are encouraged to participate in courses, seminars and workshops in the areas of instructional services, psychology or guidance.
* **Skills, Knowledge and/or Abilities Required:**
  Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling.
  Knowledge of principles of child development, instructional processes. Techniques used in controlling and motivating students; student testing and testing procedures.
  Abilities to sit for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity. Assume responsibility for supervising students.
* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Pass the District's adopted Proficiency Examination with a satisfactory score.