**JOB DESCRIPTION**

## JOB TITLE: Paraeducator II: Assignment

### Job Family: Instructional/Student Services

### Range: 15

**Job Purpose Statement/s:** The job of "Paraeducator II" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of students in assigned areas of study; relieving teachers of routine clerical tasks and under the direction of the certificated teacher/s providing a variety of responsible instructional support activities to enhance the educational environment within assigned programs. Incumbents in the general classification of Paraeducator II are distinguished from the classification of Paraeducator I in their assignment to assist students in specialized learning programs, including, but not limited to, opportunity classes, programs for secondary students that have been retained, academic programs designed to address academic deficiencies for students attending Intersession/summer school programs, specialized tutoring or instruction in preparation for assessment to determine mastery of grade level standards, or other programs designed to assist students with specialized learning needs and/or students performing below grade level expectations.

**Essential Job Functions:**

- **Assists** certificated teacher/s in classroom operation, including the teaching of academic skills necessary to achieve mastery of grade level standards.
- **Assists** in the supervision of students to maintain an effective learning environment, noting behavioral problems observed and assisting in discipline within a framework of well-established policies and procedures.
- **Prepares** instructional materials and equipment for use in instructional activities; types, prepares copies and gathers appropriate resource information, materials, and equipment as assigned.
- **Provides** teaching staff and school administrators with relevant feedback and information on student progress through observation, daily contact and maintenance of accurate student progress records.
- **Administers** and corrects tests, daily assignments and homework as directed by certificated staff.
- **Assists** in establishing and maintaining informational and operational records as required; reports and tracks student progress.
- **Monitors** and assists students while using instructional media, including computer terminals, recorders, multi-media and other instructional media.
- **Monitors**, inventories and orders instructional supplies and equipment as needed.
- **Oversees** and supervises students during classroom activities, on campus/play fields, media center and on field trips.
- **Operates** a variety of instructional media, office machines and equipment.
- **Tutors** students individually or in small groups to reinforce and follow-up on learning activities as assigned by certificated staff.
- **May** assist students in self-contained or partially self-contained instructional settings as well as provide assistance and track progress for individual students in core academic subjects as required.

**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-aged 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 both written and verbal form, use correct grammar, punctuation and spelling. May be required to provide for specialized health-care needs of students. May be required to demonstrate proficiency and literacy in a second language.

  *Knowledge* of principles of child development, instructional processes, general purposes and goals of public education, student testing and testing procedures.

  *Abilities* to understand and address students with specialized learning needs and behavioral problems, understand and carry out oral and written instructions, maintain the confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations and policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.
- **Other:** First aid and Cardio-Pulmonary Resuscitation certificates may be required.

***** **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.

* **Other:** First Aid and Cardiopulmonary Resuscitation Certificates may be required.