

GATEWAY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION: PARAPROFESSIONAL I (TK/Kinder)
RANGE B

DEFINITION

Under the direction of the Classroom Teacher, Principal or Designee, performs required duties, which may include classroom teacher assistance, crossing guard or yard duty assignments.

ESSENTIAL FUNCTIONS

- Assists instructional personnel with the presentation of learning materials, instructional exercises and shaping appropriate social behaviors.
- May administer and score a variety of general aptitude tests and record the test results.
- Administers routine first aid and requests assistance for non-routine injury or illness.
- Assists in maintaining an orderly, attractive and positive learning environment.
- Interacts with students, encouraging performance, observing progress and meeting instructional and behavioral needs as they arise.
- Shares observations with the teacher.
- Maintains confidentiality.
- Assists with general campus supervision and discipline as assigned.
- Assists teacher in preparing materials, record keeping, obtaining supplies and use of media equipment.
- Is responsible for student safety when crossing streets en route to and from school.
- Works with students to reinforce material initially introduced by teacher.
- Follows accepted principles, practices, rules and regulations for the school to which assigned.
- Attends job related in-services, conferences and staff meetings as assigned.
- **Assists students with any personal needs (i.e. personal hygiene and toileting) as necessary.**
- Performs other related duties as assigned.

REQUIRED QUALIFICATION

- Must meet the requirements of No Child Left Behind.

QUALIFICATIONS

Knowledge of:

- General needs and behavior of students;
- Clerical and computer skills;
- Correct English usage, spelling, grammar and punctuation;
- Traffic safety rules;
- Student behavior management strategies and techniques;
- Special needs and behavior of assigned students.

Ability to:

- Work well with adults and children;
- Understand and carry out written and oral instructions;
- Communicate effectively in oral and written form.

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close color and ability to adjust focus. The noise level in the work environment is usually moderate.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- One year of paid or volunteer experience working with multi-age groups of children.

Education:

- Equivalent to the completion of the twelfth grade, supplemented by training or coursework in child growth and development, instructional technology, or a closely related field.

Board approved: 05/2026