

	PERSONNEL COMMISSION	JOB SPECIFICATION		
		Job Family:	INSTRUCTIONAL	Job Code E50
		Salary Range: 180		Salary Schedule:
		FLSA Status: Exempt		Classified Bargaining Unit

CLASS TITLE: PARAEDUCATOR – AFTERSCHOOL

POSITION PURPOSE

Under the direction of designated program administrator and/or designee, provide academic, enrichment, recreational, behavioral and personal-care support to students enrolled in an afterschool or expanded learning program. Assist with instruction and homework, facilitate engaging activities, maintain a safe and inclusive environment, monitor student participation and behavior, maintain required records, and communicate student needs and progress to appropriate staff. Positions in this classification may be supported by a grant, expanded learning or other restricted funds.

ESSENTIAL DUTIES / RESPONSIBILITIES

Assist in implementing afterschool and expanded learning programs that provide academic, recreational, physical fitness and enrichment opportunities consistent with program requirements and site plans.

Present, reinforce and review instruction with individual students or small groups through tutoring, homework assistance, guided practice, discussions, projects, study support and other learning activities.

Assist students with grade-level assignments, exam preparation, credit recovery and academic goals using appropriate instructional materials, online programs, computer software and technology resources.

Facilitate and actively participate in indoor and outdoor activities; model enthusiasm, cooperation, inclusion, responsible behavior and lifelong learning.

Observe, monitor and support student behavior during instructional, recreational, playground, meal, break, field trip and other program activities; reinforce rules, expectations and positive behavior strategies.

Assist with implementation of individual behavior supports or behavior plans as directed; use proactive communication, conflict-resolution strategies and appropriate boundaries with students and adults.

Maintain a safe, orderly, clean and healthful learning environment; identify and promptly report safety hazards, injuries, unusual behavior, suspected illness or other concerns to designated staff.

Monitor student check-in, attendance, sign-out and authorized release procedures; verify that required records are completed accurately by staff, parents, guardians and students.

Observe and report student participation, progress, behavior and needs to the assigned supervisor and certificated staff; contribute information useful for adjusting activities or supports.

Under established direction, communicate with parents, guardians, District staff, community partners and outside agencies to exchange routine information and address student or program needs.

Provide personal care assistance when assigned, which may include prompting and escorting students to the restroom and assisting with clothing, wiping, changing soiled clothing, pull-ups or diapers. Provide only the least intrusive assistance needed and encourage age-appropriate independence. Follow District and/or program prescribed procedures, guidelines and expectations for appropriately responding to student's personal care needs.

Assist students with clothing, hygiene and personal care and, when assigned and trained, support student mobility or positioning using approved procedures and available equipment, with or without reasonable accommodation.

Administer basic first aid within the scope of training and District procedures; complete accident, incident and related reports as required.

Prepare and maintain records relating to attendance, student release, activities, academic progress, behavior, incidents, instructional materials and other mandated program information.

Assist in developing and communicating weekly schedules, activity plans and material needs; coordinate learning or enrichment activities with guest instructors and community organizations as assigned.

Operate classroom, recreational and office equipment, including computers, job-specific software, audiovisual equipment, copiers, printers, paper cutters and sports equipment.

Attend staff meetings, in-service activities and required training to maintain current knowledge and support consistent program operations.

May communicate in English and a designated second language for both academic and general participation supports; provide oral or written translation between staff, student and families when required by the assignment.

Work at different afterschool sites or grade levels when assigned based on enrollment, staffing, student ratios and operational needs.

Perform related duties as assigned in support of the classification and overall program objectives.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child and adolescent development, child guidance, group dynamics, motivation and positive behavior-support practices.
- General instructional techniques, study strategies and academic subjects taught in District schools, including reading, language arts, mathematics, science, history and social studies.
- Educational, recreational, enrichment and physical-activity practices appropriate for school-age students.
- Health, safety, sanitation, personal-care and infection-control practices in classroom, restroom, playground and outdoor environments.
- Professional boundaries, student privacy and appropriate adult-to-student interactions.
- Basic first aid and CPR principles.
- Attendance, student release, incident reporting and basic recordkeeping procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication and interpersonal practices using tact, patience and courtesy.
- Personal computer operating systems, job-specific software and common office, classroom and recreational equipment.
- Cultural, linguistic and economic diversity within the school community.
- Applicable District rules, program requirements, policies and procedures related to the assignment.

ABILITY TO:

- Work effectively with students from diverse cultural, linguistic, economic and ability backgrounds and promote equitable participation.

- Assist with instruction, homework, enrichment, recreation and physical fitness activities for individuals and small groups.
- Maintain active supervision, recognize emerging concerns and take appropriate action within established procedures.
- Use positive behavior supports, set appropriate boundaries, de-escalate conflicts and assist with individual behavior plans as directed.
- Provide respectful personal care and toileting assistance while protecting student dignity, privacy, safety and independence.
- Understand and follow an individual toileting plan, IEP, Section 504 plan, and/or health plan within the scope of assignment and training.
- Follow hygiene, bloodborne pathogen, cleaning and disposal procedures and report health or safety concerns promptly.
- Communicate clearly and professionally with students, parents, guardians, staff, community partners and the public.
- Understand and carry out oral and written instructions and apply District and program rules consistently.
- Maintain accurate records, use basic arithmetic and organize multiple routine program tasks.
- Operate computers, software, audiovisual, office, classroom and recreational equipment.
- Demonstrate flexibility, sound judgment, initiative, patience, creativity and dependability.
- Maintain regular and consistent attendance and adapt to changes in site, grade level, schedule or program need.

MINIMUM ENTRANCE QUALIFICATIONS

Education / Experience

High school diploma or equivalent. An associate degree is highly desirable.

Some experience working with children, adolescents or young adults in an organized educational, childcare, recreational or community setting. Experience using computers, software and technology resources to provide academic or clerical support is desirable. Experience supporting individuals with disabilities or other developmental needs is also desirable.

Licenses /Certifications / Special Requirements

- Some assignments require valid First Aid and CPR certification issued by an authorized agency. When required, certification must be obtained within the first three months of the probationary period unless an earlier date is established by law, regulation or program requirement.
- A valid California Class C driver license may be required for assignments involving travel between sites or operation of a District vehicle.
- Some positions may require oral and written communication in English and a designated second language.
- Completion of District-provided training related to personal care, toileting, student privacy, professional boundaries, infection control or individual student plans may be required before performing those duties.

WORKING CONDITIONS

ENVIRONMENT:

- Indoor and outdoor school, classroom, learning center, restroom, playground, multipurpose and recreational environments.
- Exposure to variable weather conditions during outdoor activities and to noise and frequent interruptions typical of student programs.

- Possible exposure to bodily fluids, communicable conditions and cleaning products while providing first aid or personal care, with required protective practices and equipment.
- Extended walking and participation in field trips, water play, swimming or summer activities may occur depending on the assignment.

PHYSICAL DEMANDS:

- Sit, stand and walk for extended periods while supervising students and participating in activities.
- Bend, reach, twist, turn, kneel, crouch, squat, stoop and occasionally crawl or sit on the floor to assist students or participate in play activities.
- Use hands and fingers continuously to operate computers, office equipment, classroom materials and recreational equipment.
- See to read materials and monitor student activities; hear and speak to exchange information in indoor and outdoor settings.
- Lift, carry, push, pull, move or position materials and objects weighing up to 15 pounds frequently and up to 25 pounds occasionally.

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice/Federal fingerprints
- ✓ Tuberculosis screening
- ✓ Job knowledge/experience-based selection exam(s), including examination content compliant with California Department of Education paraprofessional proficiency qualification for purposes of establishing placement on the employment eligibility list used to fill position vacancies.

DISCLAIMER: This job specification is not a complete statement of essential functions, duties/responsibilities, or requirements. Stated requirements are representative of the minimum technical and behavioral job competency requirements.

Approved by Personnel Commission:	07/23/2014
Revised:	09/20/2017
Revised:	02/15/2023
Revised:	08/16/2023
Revised:	10/15/2025
Revised:	10/21/2026