

Southern Kern Unified School District Position Description

Position Title: **Paraeducator, Classroom**
Department: Building
Reports To: Principal and/or Designee
Prepared By: Staff Date: May 1, 2013
Approved By: Board Date:

SUMMARY: Assists the teacher in carrying out duties necessary to provide services to Title I students; to assist in the conduct of reinforcement learning experiences; to support tasks for instructional personnel; to perform minimal routine clerical tasks; to provide student supervision during passing periods and recess/lunch times; and to do other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes in-service training as stipulated by contract.
- 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.
- Maintains discipline in the absence of the teacher.
- Assists in the operation of instructional media equipment.
- Files, types or uses copier/duplicating machines.
- Assists in administering teacher made tests and standardized tests for Title I students.
- Monitors student classroom academic testing results and correlates that information with the planning for the Title I students.
- Executes daily tutoring for the Title I students.
- Helps Title I students master instructional equipment or instructional materials assigned by the teacher. Examples: computers, cassette recorders, learning centers.
- Assists in the management of student behavior through the use of positive reinforcement strategies and techniques.
- Administers routine first aid and requests assistance for non-routine injury or illness.
- Maintains or assists in maintaining an orderly, attractive and stimulating learning environment.
- Participates in parent conferences, as requested.

SUPERVISORY RESPONSIBILITIES:

- Some supervision of students when the teacher is temporarily absent.
- Supervise students during passing periods, recess, and lunch break.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma Associate Degree Preferred; and one to three months related experience and/or training working with multi-age groups in an public education setting.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to student, parents and/or staff.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent. Ability to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate typewriter, ditto, photocopying machines and computers. Ability to assume responsibility for supervising students, understand and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger and/or handle office equipment, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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