

PARAEDUCATOR

CLASSIFICATION: Classified

TITLE OF IMMEDIATE SUPERVISOR: Classroom Teacher/Vice Principal

TITLE OF EVALUATOR: Vice Principal

JOB SUMMARY: This position may serve as a paraeducator in the areas of bilingual education, special education, or special programs such as independent study, continuation school, community day school and Title 1. Cross-over among these areas may be required.

Under general supervision, assist teacher, coordinator, and/or specialists with the educational program for students in bilingual, special education, or special program educational settings. Reinforce learning concepts at the teacher's, coordinator's or specialist's direction; assist in the supervision of students' activities; perform various clerical duties, and other related duties as assigned.

ESSENTIAL DUTIES:

- Prepare, maintain and administer to students, as directed by certificated personnel, testing and instructional materials.
- Develop and maintain records, files, and data as requested.
- Make referrals to remedial or tutorial programs as necessary; conduct remedial instructional activities for students as assigned.
- Observe mental and physical health of students and report potential problems to instructor.
- Provide support to staff in working with students in various instructional programs.
- Suggest appropriate learning materials for students with instructor's approval.
- Monitor individual progress of students and discuss problems and improvements with instructor.
- Monitor student use of instructional computer programs for appropriate learning levels. Supervise student use of computer software.
- Assist in grading and scoring student work; maintain records of test scores and daily grades.
- Explain and clarify work assignments to students. Tutor students as necessary.
- Handle discipline problems, refer to instructor when necessary.
- Serve as the instructional lead for the substitute in the absence of the regular instructor
- Maintain attendance and enrollment records of assigned class.
- Perform a variety of general clerical tasks including typing, word processing, and copying classroom materials.

Special Education:

- May require cross-over between RSP and SDC classes and students.
- Attend regular education core classes to assist special education students.
- With guidance from teacher, modify general education curriculum as appropriate.

Bilingual:

- Interact with students of varying cultural backgrounds.

Special Programs:

- Explain and clarify independent study contracts to students.
- Speak with students or parents over the telephone.
- Assist with completion of required State and Federal forms.

OTHER DUTIES:

- Accompany and supervise students in library
- Assist in the arrangement of field trips; accompany and supervise students on field trips and work experience
- Assist in procuring new or replacement materials or equipment as necessary.
- Maintain inventory of classroom supplies and equipment.

EMPLOYMENT STANDARDS:

• **Training and Experience-** Experience working with students in a classroom setting. Knowledge of: correct English usage including vocabulary, spelling, grammar and punctuation; principles, practices and applications of subject matter or discipline to which assigned; instructional principles and techniques used in improving student skills; general classroom procedures and rules of conduct; principles of administering, scoring and interpreting examinations; effective written and oral communication skills, methods and procedures of standard record keeping. Spanish speaking, reading and writing if assigned as Bilingual Paraeducator.

• **Abilities-** Ability to: work independently; interact with, supervise and tutor students of varying learning abilities and styles; apply instructional principles for individuals or groups; monitor progress and identify problem areas or areas of student learning progress; recognize and understand the needs of students; establish and maintain cooperative working relationships with teachers, coordinators, specialists, students and others contacted in the course of work; perform a variety of general clerical tasks; use computer at intermediate level.

• **Physical Effort/Working Environment-** Light physical effort; frequent standing, walking and bending; periodic handling of parcels or supplies up to 20 pounds. Speak and interact with students. Indoor work environment.

• **Licenses/Certification-** A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

• **Education- Required under No Child Left Behind Act of 2001** – One of the following:

- Completion of two years of higher education study (48 units), or
- A.A. or B.A. degree, or
- Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

West Sonoma County Union High School District

Classified Salary Schedule

Range 20 (RSP, SDC, Bilingual, and in an alternative program)

Work Year: School Year (School Year Instructional Days)

Approved: June 17, 1999

Revised: By negotiated agreement 4/2/03; 1/21/04; 11/17/10; 9/11/13