

East Side Union High School District

Job Title: Paraeducator

Description of basic functions and responsibilities:

To assist a certificated teacher(s) in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities; to perform a variety of related duties in the maintenance of an effective learning environment; and to perform clerical duties as assigned. Employees in this classification receive direct to general supervision within a well-defined framework of policies and procedures. This job class provides a variety of responsible instructional support activities to enhance the district's educational environment and may be assigned to a classroom(s), learning center, testing center, computer laboratory, science laboratory, child-care center and/or other instructional facility. Employees in this job class may work with students. This job class requires a high degree of positive contact with both students and certificated staff.

Supervisor: School Site Administrator

Major duties and responsibilities:

Assists teacher(s) in instructing individuals and/or small groups of students in various learning situations including basic academic, vocational, and/or specialized subject areas; tutor students as assigned.

Assists certified teacher(s) in implementing curriculum for assigned area(s) of instruction.

Assists in supervising student to maintain effective learning environment, noting behavioral problems observed and discipline when necessary

Assists in organizing assigned learning and/or instructional environmental(s) including classroom, learning/testing center, computer/science laboratory, child care center, etc.; maintaining bulletin boards, issuing and retrieving equipment/materials, and maintaining neat and orderly classroom/instructional areas

Prepares instructional materials for use in classroom/center activities; types and makes dittos; copies materials; collates, staples, and hole punches quizzes, tests, and work sheets; gathers appropriate resource information/materials; and sets up equipment as assigned.

Provides teacher(s) and/or school administrators with relevant feedback and information on students' progress through observation, daily contact, and maintaining accurate student records

Participates in parent/family meetings as assigned

Administers, and scores tests, daily assignments, homework, etc.

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Maintains informational and operational records and files including test/homework scores, attendance information, meal counts, student work folders, learning center/computer lab use, and records related to books, materials, equipment, and supplies.

Monitors and assists students while using equipment such as computer terminals, printers, controlled readers, industrial education equipment, and cassette recorders as assigned.

Monitors, inventories, orders and maintains instructional supplies and equipment as assigned.

Takes daily attendance and prepares appropriate attendance forms/reports.

Prepares answer keys for worksheets and tests.

Contacts parent regarding absences, meetings, appointment scheduling, and to verify/obtain information, etc.

Escorts students to and from classroom/learning center on orientation campus tours, on field trips, etc.; issues student passes.

Performs a variety of clerical tasks as assigned including typing, filing, answering telephone and taking messages

Translates written/oral information, assignments, letters and forms for students, parents, and staff as assigned

Obtains, prepares, and sets up food for child care center participants as assigned.

Performs related duties as required

Employment standards

Knowledge of proper English usage, spelling, punctuation and grammar

Knowledge of the general needs and behaviors of students

Knowledge of pertinent academic areas and learning situations

Ability to learn methods and procedures to be followed in assigned instructional situation

Ability to understand and carry out both oral and written instructions in an independent manner

Ability to understand the needs of assigned students and to effectively relate to those needs in a learning situation

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Ability to learn the requirements of the students in the specific learning program(s) to which assigned

Ability to analyze situations accurately and adopt an effective course of action

Ability to effectively supervise students in a variety of situations

Ability to establish and maintain accurate classroom/center records and files

Ability to communicate effectively and tactfully in both oral and written forms

Ability to operate standard office and instructional equipment as appropriate to area of assignment including typewriter, copier, scantron, computer terminal, etc

Ability to type accurately at a rate required for successful job performance

Ability to remain calm and patient in stressful situations

Ability to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties

May require

Ability to speak, read, and write specified foreign language