

# East Side Union High School District

## **Job Title: IEP Paraeducator (Instructional Aide)**

### **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. Employees 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 non/limited English speaking, special education, and/or pre-school students. This job class requires a high degree of positive contact with both students and certificated staff. This position is needed to comply with IEP (Individual Educational Plan) needs for physically handicapped students who require one-on-one attention pursuant to special education regulations.

**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