

## **South Bay Union School District**

### **Staff and Student Support**

#### **Job Description**

##### **Job Summary**

Under the supervision of the site administrator and the direction of a certificated staff member/site coordinator, performs the necessary duties to assist in maintain the daily operation of the school and after school program.

##### **Required Qualifications**

###### **Education / Certification:**

Paraprofessional Certificate from Humboldt County Office of Education, or Associates degree, or two years of study at an institute of higher learning

###### **Special Knowledge / Skills:**

Ability to assist / tutor in reading, writing and mathematics up to 8<sup>th</sup> grade level

English Language Skills; written and oral

Computer literate

Ability to work well with children (K – 8<sup>th</sup>)

###### **Essential Functions of this Position:**

1. Provide direct instruction of students under supervision of teacher / site lead.
2. Conduct instructional activities; work with individual students or groups for the purpose of practicing and / or reinforcing learning concepts and assisting students in reaching their goals and grade-level standards.
3. Help with classroom management and maintaining a neat and orderly classroom.
4. Assist with preparing instructional materials, scoring of objective testing instruments or work assignments.
5. Help with inventory, car and maintenance of equipment.
6. Assist with records and preparation of required reports.
7. Provide orientation and assistance to substitute teachers.

8. Function as an appropriate role model for children, providing proper examples, emotional support, and a friendly attitude and general guidance.
9. Demonstrate regular attendance and punctuality.
10. Adhere to the appropriate code of ethics and student confidentiality.
11. Respond to emergency situations (e.g. student injuries, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

**Student Management and Other Related Functions of this Position:**

1. Help supervise students throughout the school day / after school, inside and outside classroom. This includes lunchroom (supervise the students, operate point of sale, and assist with cafeteria clean-up), bus duties (supervise students until arrival of bus, and check off names if needed), playground duties (bring out equipment and maintain a safe environment, enforce discipline rules, and assist with minor injuries, serious injuries should be directed to the office, and crossing guard.
2. Keep teacher / site coordinator informed of special needs or problems of individual students.
3. Participated in staff development training programs to improve job performance.
4. Other duties as assigned by Principal / Designee for the purpose of ensuring the efficient and effective functioning of the students' academic success / safety.

**Physical Requirements:**

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential requirements:

1. Ability to bend and twist, kneel and stoop, run and stand extended periods of time.
2. Ability to lift 50 lbs.
3. Ability to carry 20 lbs.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

