



TEHAMA eLEARNING ACADEMY JOB DESCRIPTION

JOB TITLE: Paraprofessional

REPORTS TO: Principal or Designee

DEFINITION: Under supervision of the Principal or Designee, the TeLA Paraprofessional assists teachers and students in lessons and other classroom or offsite activities, in addition to providing one-on-one or small group tutoring and support.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintains confidentiality
- Under direction of the supervising teacher, designs and presents educational lessons, materials, or programs to students in a one-on-one or group setting with minimal supervision. Monitors and assesses student progress during this process.
- Assists the teacher in monitoring pupils in the classroom.
- Assists the teacher in all classroom functions: preparing teacher-directed materials for instruction; organizing and utilizing reference and resource material; keeping records reflecting attendance; assisting with school wide assessment activities.
- Uses technology in the conduct of assigned duties.
- May provide basic first aid and/or distribute medication (with proper training) as directed by the supervisor.
- Occasionally may provide assistance for students with disabilities and special needs, including washing, toileting, and related needs.
- Uses various office machines and computer devices; may type and duplicate instructional materials.
- May straighten and organize the classroom or learning facility.
- Attends in-service and professional learning sessions.
- May participate in student meetings.
- May accompany students on field trips or provide transportation and/or support to students on job sites or community service opportunities.
- Performs other related duties as assigned.

EXPERIENCE AND EDUCATION

To perform this job successfully, an individual must hold a high school diploma or its equivalent, and be NCLB Highly Qualified. Experience with supporting the academic program, especially in alternative educational settings preferred. Demonstrated proficiency in educational technology and MS Office and Google applications.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

KNOWLEDGE OF:

- Technology hardware and instructional applications.
- Correct English, grammar, spelling and punctuation.
- School, State and Federal policies, codes, laws, rules and regulations.
- Automated record management and filing system.

ABILITY TO:

- Work effectively with students who may have severe or emotional and/or physical needs.
- To work independently with students in an effective manner.
- Read, write, speak and communicate effectively in English.
- Establish and maintain professional, confidential and effective relationships as required in the performance of duties.
- Establish and maintain cooperative working relationships.
- Establish and maintain accurate files and records.
- Ability to drive for work and transport students is highly preferred.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

TERMS OF EMPLOYMENT

Salary based upon the TeLA Non-certificated Salary Schedule. Work schedule to be established by the Superintendent or Designee.

Updated: 10/2022