

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR - GENERAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and provide routine clerical support.

ESSENTIAL FUNCTIONS:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices, remedial exercises and assignments in various subjects.

Provide individual assistance to students as directed; explain errors and answer questions; assist students with a variety of instructional games and activities.

Assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drills according to approved procedures; report progress regarding student performance and behavior as required.

Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials and maintaining various records and files; organize materials to assist student learning.

Operate a variety of classroom and office equipment including a computer and copy machine.

Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.

Oversee groups of students during playground activities as assigned; assure safe outdoor play.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.

Basic child guidance principles and practices.

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, handwriting, punctuation and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students and children as directed by the teacher.

Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Learn, explain and apply applicable rules, regulations, policies and procedures.

Organize instructional materials.

Maintain a clean, safe and orderly classroom learning environment.

Perform clerical duties related to classroom activities.

Perform work with many interruptions.

Maintain routine records.

Maintain consistent, punctual and regular attendance.

Effectively operate standard office and classroom equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

Effectively read and analyze a variety of materials and monitor student activities.

Effectively communicate in order to exchange and understand information.

Reach overhead, above the shoulders and horizontally.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

and

Paraeducator proficiency requirement can be met by completion of ONE of the following:

Proficiency Exam or

California Basic Educational Skills Test (CBEST) or

Completion of two years college (48 semester units) or

A.A. degree or higher

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and Outdoor environment.
Constant interruptions.

Board Approved: September 6, 2022