

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PARAEDUCATOR-ACADEMIC INTERVENTION

DEFINITION:

Under the direction of the Site Administrator, reinforce instruction to individual or small groups of students in a classroom or assigned learning environment; tutor students in specific areas of reading intervention, language, math and possibly in conjunction with a computer based tutorial program; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Tutor and lead students in the specific areas of reading intervention, language and math; reinforce instruction to individual or small groups of students; monitor and oversee student drills, practices and assignments.
- Perform a variety of clerical duties and supportive tasks in support of classroom activities such as preparing, copying and filing instructional materials.
- Assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Observe, guide and support student behavior in the classroom according to approved procedures; report progress regarding student performance and behavior; escort students to and from designated school locations.
- Set up work areas, supplies and equipment in the classroom for student use; administer various tests or assessments as directed by teacher; correct daily assignments; collect data.
- Operate a variety of classroom and office equipment including a computer and assigned software.
- Assure the health and safety of students by following established District policies practices and procedures; maintain classroom learning environment in a safe, orderly and clean manner.
- Communicate with teachers, support staff and others to exchange information and resolve issues or concerns; provide teachers, and school administrators with relevant feedback and information on students' progress through observation and daily contact.
- Enroll, administer, monitor students using online intervention programs.
- Maintain confidentiality of student information; prepare files, logs and documentation as required.
- Attend meetings, professional development and in-services as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years' experience working with children in an educational or organized learning environment. College course work in psychology, elementary education, child growth and development may be substituted for experience.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,

- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Licenses and other Requirements

- Some incumbents in this classification may be required to speak, read and write in English or other target language.

Knowledge of:

- Child guidance principles and practices.
- Application of curriculum as it applies to individual differences with children, positive student behavior management techniques and strategies.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- intermediate computer and internet skills.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Basic arithmetic concepts.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Tutor students in the specific areas of reading intervention, language or math.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Perform clerical work and operate standard office equipment, computers and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with students and adults.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain records and files.
- Perform routine arithmetical calculations
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Classroom environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board:

Salary Range: 25

Revised: 02/06/2018