

# SANTA CRUZ CITY SCHOOLS

## JOB DESCRIPTION

### PARAEDUCATOR-AFTER SCHOOL PROGRAMS

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#### **DEFINITION:**

Under the direction of the Site Administrator and supervision of the After School Program Coordinator, assist in the supervision students at an assigned school site during after school enrichment programs; tutor individual or small groups of students reinforcing instruction and supporting students in homework completion; observe and manage behavior of students during educational and recreational activities; co-create and collaborate to contribute to an after school environment that promotes students' academic, social and emotional growth and well-being; 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:**

- Assist in reinforcing instruction to individuals or small groups of students in a classroom or outdoor learning environment to help develop and strengthen students' academic success and social and emotional development; assist in the preparation of instructional materials and implementation of lesson plans, enrichment activities, recreational activities, and instructional programs.
- Ensure the health and safety of students by following established school policies, practices, procedures and behavior expectations during after school programs; observe, guide and support student behavior during educational and recreational activities; maintain classroom discipline in a positive manner; implement approved positive reinforcement techniques and strategies to manage behavior; monitor and interact with students during indoor and outdoor activities.
- Perform a variety of clerical duties in support of classroom activities such as preparing, duplicating and filing; observe, track, and report each student's progress.
- Maintain related documents and records such as attendance logs, sign-in sheets and reports; prepare instructional materials, lessons, charts, and displays as instructed.
- Maintain classrooms and equipment; set up recreational equipment and instructional materials; return classroom furniture and supplies to agreed upon configuration.
- Operate a variety of classroom, audiovisual equipment and office equipment including a computer and assigned software; input data into an assigned computer program; initiate and receive telephone calls; send and receive emails.
- Communicate with After School Program Coordinator, Site Administrators, teachers, personnel and parents to exchange information and resolve issues or concerns related to student behavior, student homework and program activities.
- Identify and report safety hazards on site or suspected child abuse to appropriate personnel as necessary.
- Attend meetings and in-service trainings.

#### **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 coursework in psychology, recreation, child growth and development and education 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.
- Valid First Aid certification (preferred).

Knowledge of:

- Child guidance principles and practices.
- Safe practices in classroom and outdoor activities.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Applicable laws, codes, regulations, policies, procedures objectives related to position.
- General instructional techniques and strategies related to after school programs.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Educational and recreational practices and procedures and appropriate student conduct.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operate a variety of classroom and office equipment including a computer and assigned software.
- Intermediate computer and internet skills.
- High school math concepts.
- Behavior management and motivation techniques.
- Health and safety practices and procedures.
- Basic record keeping methods and procedures.

Ability to:

- Assist in the planning and implementation of educational and recreational program activities.
- Assist students in completing homework assignments.
- Oversee and interact with students during recreational and other after-school activities.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Perform clerical work and operate standard office equipment, computers and assigned software.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Train and provide work direction to assigned program staff.
- Maintain routine records related to assigned activities.
- Analyze situations accurately and adopt an effective course of action.
- Perform arithmetic calculations quickly and accurately.

- Maintain regular attendance.

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor/Outdoor/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, classroom and recreational equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders.
- Bending at the waist, kneeling or crouching to assist students.
- Lifting and carrying light objects as assigned by the position.

#### Hazards:

- Potential contact with blood and other body fluids.

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**