

LAYTONVILLE UNIFIED SCHOOL DISTRICT
Paraeducator

DEFINITION: Under the general direction of a Principal, and subject to the day-to-day supervision of a certificated teacher, assists with the classroom instruction of students, and performs other related duties.

EXAMPLES OF DUTIES:

- Work with students individually and in small groups, reinforcing instruction on specific subjects as directed by the teacher. **E**
- Provide clerical support for the teacher, preparing and copying classroom materials. **E**
- Correct homework, tests and papers; record grades; maintain files of student classwork. **E**
- Assist teacher with student behavior modification and discipline. **E**
- Assist students with research, special projects, and individual needs. **E**
- Maintain bulletin boards and displays, and clean up after students when requested **E**
- Monitor the bathrooms and hallways as needed
- Assist students with lunch, serving and cleaning up as necessary. **E**
- Other related duties as assigned **E**

MINIMUM QUALIFICATIONS:

- Education equivalent to graduation from high school.
- Two years of higher education, OR
- Associate's or higher degree, OR
- Pass a formal state or local academic assessment demonstrating knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness

DESIRABLE QUALIFICATIONS:

- Post-secondary education in an academic field.
- Experience working with children in a group or educational setting.
- Formal education or training in behavior or psychology.
- Current first aid card and CPR certification.

LICENSES AND CERTIFICATES REQUIRED:

- None.

PHYSICAL ABILITIES REQUIRED:

- Sufficient mobility to move around in a classroom.
- Ability to lift objects weighing up to 20 pounds from floor to counter height.