

LEMOORE UNION SCHOOL DISTRICT
Human Resources Division

PARAPROFESSIONAL, ALTERNATIVE EDUCATION
Job Description

JOB SUMMARY:

Under supervision, provide instructional and supervision assistance and breakfast and/or lunch services to students at Bridges Academy.

REQUIRED QUALIFICATIONS:

Ability to:

- Establish and maintain effective and cooperative working relationships with those contacted in the course of work;
- Perform routine clerical work; perform tasks on a computer;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions;
- Communicate in the Spanish language (for some positions);
- Print and write legibly.

Knowledge of:

- Child guidance principles and practices;
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading;
- Safe practices in classroom and playground activities;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Reading and writing communication skills;
- Oral and written communication skills;
- Interpersonal relations skills using tact, patience, and courtesy;
- Record-keeping techniques;

Education:

- High School Diploma or equivalent.
- Must possess an AA degree, or 2 years equivalence (48-49 semester units) of acceptable college coursework, or successful passage of an acceptable rigorous assessment (paraprofessional exam).

Experience:

One year of general clerical experience or some work involving contact with children, preferably including knowledge of the subject matter taught in the classroom.

ESSENTIAL FUNCTIONS:

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher;
- Prepare lessons as directed by the teacher; administer and score a variety of tests;
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior;
- Supervise students on the playground, cafeteria or on field trips; assist the teacher in maintaining classroom discipline;
- Provide support to teacher by setting up work areas, displays and exhibits, operating audio-

visual equipment, operating educational training equipment and distributing and collecting paper and supplies;

- Operate a variety of electronic equipment;
- Confer, as needed, with teachers concerning programs and materials to meet student needs;
- Assure the health and safety of students by following all health and safety rules;
- Direct group activities of students as assigned;
- Maintain inventory of books and teaching aids;
- Takes daily lunch count; prepares lunch tickets; daily and monthly reports for the district office;
- Handles money collection and deposits;
- Serve food in accordance with health and sanitation regulations;
- Perform other related duties as assigned.

WORKING CONDITIONS:

Environment:

- School Environment
- Close contact with school age children

Physical Abilities:

- Sufficient vision to read material with or without vision aides;
- Sufficient hearing to conduct in-person conversations with students, teachers and parents;
- Sufficient voice volume to be heard at normal conversational distances;
- Ability to stand for long periods of time;
- Physical, mental and emotional stamina to endure stressful conditions.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Lemoore Union Elementary School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

Salary: Range 3
Employment: 186 Days

Board Approved: May 12, 2015