

LEMOORE UNION SCHOOL DISTRICT
Human Resources Division

PARAPROFESSIONAL, ENGLISH LANGUAGE DEVELOPMENT (ELD)
Job Description

JOB SUMMARY:

Under supervision, provide supplementary instructional tutoring services to students.

REQUIRED QUALIFICATIONS:

Ability to:

- Effectively relate with children in a bilingual and bicultural setting;
- Bilingual skills in Spanish/English preferred, but not required;
- Assist students with academic learning and well being;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work;
- Perform routine clerical work; operate a typewriter, computer, copier and fax machine;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions;
- Print and write legibly.

Knowledge of:

- Operating a variety of office machines and equipment, including computer;
- 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. Experience working with children and parents.

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 office equipment including typewriter, fax machines, and computers;
- 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;
- 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.

Salary: Range 1
Employment: 186 Days

Board Approved: June 9, 2015