

JOB TITLE: *PARAPROFESSIONAL INSTRUCTIONAL AIDE*

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under direction of Teacher, assist in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities related to an effective learning environment. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Instruct individuals and small groups of students in various learning situations.
2. Supervise students to maintain effective environment.
3. Implement school-wide discipline policies.
4. Organize instructional environment, set up materials for daily activities, and maintain neat and orderly classroom/instructional areas.
5. Prepare materials and/or equipment for use in classroom activities; gather appropriate resource materials.
6. Perform a variety of clerical duties as assigned.
7. Monitor student progress through observation, daily contact, and maintenance of accurate student records.
8. May also administer, check, and record standardized/classroom tests, daily assignments, and homework.
9. Perform non-instructional duties such as establishing and maintaining informational and operational records and files, attendance records, lunch counts, and permission slips.
10. Assist students with assigned work, listen to students read, answer questions, reinforce concepts, check work for completeness and accuracy.
11. Attend inservice training, parent conferences, and after-school meetings as assigned.
12. Assist handicapped or special education students with physical or educational needs.
13. Performs other duties similar to the above in scope and function as required.

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EMPLOYMENT STANDARDS:

Knowledge of:

- age appropriate methods of tutoring and motivating students;
- proper use of English, spelling, and grammar;
- general office procedures, practices, and equipment;
- classroom procedures and children's instructional and recreational activities, games, arts, and crafts.

Ability to:

- communicate in both oral and written forms;
- supervise students in a variety of situations;
- establish and maintain accurate records and files;
- maintain the security and confidentiality of specified records and information;
- follow District policies and school rules and regulations with those contacted in the performance of required duties;
- maintain positive relationships with staff, students, and community.

EXPERIENCE:

Voluntary or paid experience involving classroom assistance or other instructional duties is desirable.

EDUCATION:

- High school diploma or equivalent.
- One of the following:
 - Complete two years of study (48 semester units) at an institution of higher education; or
 - Obtain an associate's (or higher) degree from an institution of higher education; or
 - Pass a District-selected assessment demonstrating knowledge of and the ability to assist in instructing reading, writing, and mathematics.

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MEDICAL CATEGORY II

Moderate Physical Effort

1. Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
2. Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.