

FORESTVILLE UNION SCHOOL DISTRICT
Job Description

JOB TITLE: Paraprofessional for Student Support

WORK YEAR: 181 Work Days
RESPONSIBLE TO: Principal

GENERAL DESCRIPTION:

Under the direction of the site administrator or certificated staff member, perform the necessary duties to assist in the planning and implementation of a program for the regular/special needs of children in classrooms; reinforce instruction to individual or small groups of students in a classroom or other learning environment. Supervises playground activities. This position requires fingerprint clearance and TB testing.

TYPICAL DUTIES:

1. Assist in planning and implementing suitable learning experiences for students.
2. Help students develop positive interpersonal relationships with peers and adults; assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
3. Provide individual assistance to students as directed; explain errors and answer questions; assist students with a variety of instructional games and activities.
4. Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices, remedial exercises and assignments in various subjects.
5. Assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drills according to approved procedures; report progress regarding student performance and behavior as required.
6. Supervise and/or participate in playground activities; which include recess and lunch.
7. Operate a variety of office and classroom equipment necessary to program operation; includes a computer and copy machine.
8. Attend required staff meetings and in-service meetings.
9. Function as an appropriate role model for children.
10. May assist students with personal needs.
11. Provide necessary physical care and emotional support.
12. Display calmness and control while dealing with behavioral problems.
13. Other duties as assigned by classroom teacher consistent with Title 1 Program.

QUALIFICATIONS:

Knowledge of:

- Child growth and development principles
- Basic subjects taught in District school, including mathematics, grammar, spelling, language, and reading
- Behavioral management
- Basic child guidance principles and practices
- Safe practices in classroom and playground activities
- Basic instructional methods and techniques
- Correct English usage, grammar, spelling, handwriting, punctuation, and vocabulary
- Classroom procedures and appropriate student conduct
- First Aid
- Operation of standard office and classroom equipment
- Oral and written communication skills

- Technology skills including word processing programs and email
- Interpersonal skills using tact, patience, and courtesy
- Basic record-keeping techniques
- School rules and regulations
- District policy and regulations

Ability to:

- Work effectively with students and respond to parents as needed
- Respect the confidentiality of school-related incidents and information
- Establish and maintain cooperative and effective working relationships with others
- Maintain accurate routine records
- Understand the needs of children and effectively relate to those needs in learning and/or recreational situations
- Assist with instruction and related activities in a classroom or assigned learning environment
- Reinforce instruction to individual or small groups of students and children as directed by the teacher
- Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment
- Understand and follow oral and written directions and communicate effectively both orally and in writing
- Monitor, observe, and report student behavior and progress according to approved policies and procedures
- Learn, explain, and apply applicable rules, regulations, policies, and procedures
- Organize instructional materials
- Maintain a clean, safe, and orderly classroom learning environment
- Perform work with many interruptions
- Maintain consistent, punctual, and regular attendance
- Move hands and fingers to operate standard office and classroom equipment
- Sit or stand for extended periods of time
- Bend at the waist, kneel, or crouch to assist students
- See to read a variety of materials and monitor student activities
- Ability to exchange information
- Reach overhead, above the shoulders and horizontally
- Lift 1 – 25 pounds.

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent; additional training/experience in child development and/or special education is desirable.
- Pass the Para-Professional Proficiency Exam or completion of at least 2 years college (48 semester units) credit.
- Prior experience in a school setting preferred.
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WORKING CONDITIONS:

Environment: Classroom and playground environment, constant interruptions, may include slippery surfaces. May frequently lift 1 – 25 pounds, occasionally heavier lifting.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised: 4/24/2014, Board Approved: 5/8/2014