

PARAPROFESSIONAL (Instructional Aide)**Job Summary:**

Working under the direction of a classroom teacher or other designated certificated employee, the Paraprofessional assists with instructional activities, performs recordkeeping tasks and supervises pupils, and performs other related duties as required. The performance of all duties is carried out within the rules and regulations of the district. Paraprofessionals may be assigned to: groups of pupils, specific classroom, curriculum centers and/or media centers. They may have specific assignments like: migrant pupils, bilingual classroom, special class, Resource Specialist Program, or library media center. Other duties as assigned.

Qualifications:**Required:**

- 48 units of college credit, or Associates of Art degree or higher, or 70% or higher on CODESP examination proficiency exam

Desirable:

- One (1) year of successful experience involving contact with children in an instructional capacity in school preferred.

Knowledge and Ability:

1. Basic concepts of child growth and development, and development behavior characteristics
2. Student behavior management strategies and techniques
3. Appropriate English usage, punctuation, spelling and grammar
4. Basic arithmetical concepts
5. Routine record management, storage, and retrieval systems and procedures
6. Maintain discipline and control of students engaged in a variety of activities
7. Communicate effectively in oral and written form in English and a second language, as required by the assignment
8. Perform routine clerical tasks and operate a variety of educational and office related machines and equipment
9. Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment
10. Understand and carry out oral and written directions
11. Establish and maintain cooperative working relationships with children and adults

Essential Functions:

1. Assists instructional personnel with presentation of learning materials and in conduct of instructional exercises
2. Tutors individual students and small groups of students to reinforce and follow-up learning activities
3. Monitors and assists students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel
4. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students
5. Maintains a variety of records and files, including confidential student records and information

6. Operates and assists students in the operation of a variety of instructional media machines and equipment
7. Maintain or assist in maintaining an orderly, attractive and positive learning environment
8. Assists in management of student behavior through use of positive reinforcement strategies and techniques
9. Participates in parent conferences, as requested

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead in order to unload, stock shelves, move material

Working Conditions:

Environment:	Indoor and outdoor environment
Physical Abilities:	Vision to observe students; standing for extended periods of time, running, walking, stooping and bending; and hearing and speaking to exchange information
Hazards:	Adverse weather conditions, and potential physical hazards involved in intervening in anti-social behavior

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