

## PERSONNEL

### **PARAPROFESSIONAL Salary Schedule 5 Range 4.5**

#### **DEFINITION**

Under supervision of the site administrator or designee, to assist teachers in the supervision and training of students by relieving them of instructional duties; maintain order and direct student conduct on campus; perform tutorial work as needed; assist in computer instruction; provide instructional support in library; perform routine clerical and supportive tasks and to do related work as required.

#### **EXAMPLES OF DUTIES**

Listens to and assists students in reading, spelling, mathematics, and other subjects according to guidance from a teacher; works with individuals, small groups, or entire class in a non-instructional but a tutorial capacity; prepares labels, charts, bulletin boards, and displays as instructed; decorates classrooms; operates various audio-visual equipment; supervises student aides; supervises students in study period; also maintains order and directs student conduct on campus grounds; patrols campus, halls, restrooms, and athletic areas observing student activity and makes any necessary reports; questions any student or adult who appears to be an unauthorized visitor; insures that school and student property is not vandalized.

#### **DESIRABLE QUALIFICATIONS**

Knowledge of:

- Correct English usage, spelling, grammar and punctuation;
- Basic arithmetic concepts;
- The general needs and behavior of children;
- Techniques and methods of youth supervision;
- School rules pertaining to student behavior;
- Computers, when assigned to the computer lab.

Ability to:

1. Assist teachers, specialists, counselors, and other staff in reinforcing instructional program and guiding students in development of desirable academic and social skills and habits.
2. Assist in instructing in the academic content areas of reading/language arts, writing and mathematics; or in reading readiness, writing readiness, and mathematics readiness.
3. Establish and maintain cooperative and effective working relationships with adults and children.
3. Perform a variety of routine clerical work.
4. Understand and follow oral and written directions.
5. Operate computer (when assigned to the computer lab).
6. Analyze situations accurately and adopt an effective course of action; establish and maintain the confidence and cooperation of persons contacted in the course of the work.
7. Work with students tactfully and courteously in situations requiring diplomacy and firmness.
8. Respect confidential matters.
9. Comply with appropriate standards, health and dress codes.
10. Pass required tests.

PERSONNEL

PARAPROFESSIONAL (continued)

11. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- 1. Seldom = Less than 25 percent
- 2. Occasional = 25-50 percent
- 3. Often = 51-75 percent
- 4. Very Frequent = 76 percent and above

- 3 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal
- 3 f. Ability to bend and twist, kneel and stoop.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach all directions.

**EXPERIENCE:**

Some work experience involving contact with children in an educational setting.

**EDUCATION:**

Proof of High School Diploma (or GED) AND  
Rigorous standard of quality on formal state assessment or local assessment OR  
Achieving 48 units of study at an institution of higher learning; OR  
Obtaining an AA degree (or higher)

**OTHER RELATED FUNCTIONS OF THIS POSITION**

Assumes other duties and responsibilities as assigned by district superintendent.

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.

Adopted: 4/18/2006  
Revised: January 9, 2018