

Position: Paraeducator II	Salary Range: 16
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### **Summary**

Provides a variety of instructional, clerical, and group behavior assistance to individuals or small groups of students in support of special instructional programs. May provide other support services such as translation. Assists certificated staff in the preparation and use of materials to enhance the student learning experience. A Paraeducator II must be able to work with students in intervention programs and with students in a wide range of academic and behavior levels. Paraeducator II employees may be transferred between sites to meet the District needs of the student population.

### **Distinguishing Characteristics**

This position works independently under the general direction of certificated staff, and occasionally independently implementing specific programs. This class covers: Math, Reading, and PE programs.

### **Essential Duties and Responsibilities**

Depending on area of assignment, may perform some or all of the following:

- Works with minimal direction from a certificated staff member on an in-depth basis with small groups and/or individual students to provide positive learning experiences.
- Assists with the creation and implementation of lesson plans to maximize learning experiences.
- Confers, as needed, with certificated staff concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students.
- May proctor and administer tests (e.g. spelling). Scores tests and written papers based on answer keys or rubrics. Keeps appropriate records for teachers, including computerized grading sheets.
- Participates in ongoing specialized training specific to assigned program.
- Performs clerical support duties as required including preparing and maintaining a variety of files and records.
- Operates a variety of office equipment as needed, including a computer, audio-visual equipment and copier.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

## **Qualifications**

### **▪ Knowledge and Skills**

Understanding of the practices and principles of child guidance is required. Analytical and assessment skills necessary. Well-developed communication skills are required to interact in both formal and informal settings. Requires good record keeping, clerical and computer skills. Must have sufficient communication skills to project a positive image and convey basic information to customers. Models appropriate student behavior. Requires excellent articulation, spelling, reading, written and oral language, and math skills.

### **▪ Abilities**

Ability to implement instructional goals and activities. Must have the ability to assess the needs of individual students and develop programs to meet those needs. Some positions at this level may require additional specialized skills. Demonstrates ability to recognize and protect confidential information and to respect privacy of students. Must demonstrate ability to conduct assessments in standard manner. Must be able to problem-solve incidents with students. Requires the ability to take precautions against a nominal exposure to health and safety risks. Ability to be consistent, yet flexible. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

### **▪ Physical Abilities**

Requires ambulatory ability to go to different locations. Requires speaking and hearing to communicate in person or over the phone. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires sufficient arm, hand, and finger dexterity in order to operate a personal computer keyboard, typewriter, and other office equipment.

### **▪ Education and Experience**

High School diploma or equivalent required. Must have (1) at least two years of study at an institution of higher education or (2) an associate degree (or higher). Must meet a rigorous standard of quality and demonstrated knowledge of and ability to assist in instructing reading, writing and mathematics, as determined by a formal state or local assessment. Additional experience working with school age students desired.

### **▪ Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid and CPR training may be required.