

INSTRUCTIONAL PARAEDUCATOR

DEFINITION

To assist a certificated teacher in various planning activities for a specific learning area(s) to implement instructional programs for these assigned learning area(s); to maintain and support positive and effective learning environments; and to function as a cooperative and productive team member.

DISTINGUISHING CHARACTERISTICS

This job class is the advanced journey level within the Instructional Assistant series. This classification is distinguished from the Instructional Assistant classification by the depth of knowledge and expertise required as it relates to assigned instructional program area(s). Incumbents in this job class participate in the planning, development, and implementation of individual and small group instructional activities within assigned programs area(s). Incumbents in this job class may act as a resource to other Instructional Assistants and/or volunteers.

SUPERVISION RECEIVED

Receives general supervision from school site administrator. May also receive technical and functional supervision from a certificated teacher.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Assumes instructional responsibility for the daily operations of a specified learning area(s) under the direction of a certificated teacher and consistent with District Policies.

Assists a certificated teacher in planning curriculum and maintaining the daily operations of a specified learning area(s).

Assists certificated teacher in planning and developing a set of goals and objectives for each student consistent with curriculum and program requirements.

Supervises students appropriately to maintain effective learning environment.

Implements student discipline in accordance with District policies and education codes.

Observes, assesses, and records each student's learning experiences and activities.

Assesses student's progress; assists in administering tests; corrects tests and daily assignments.

Confers with certificated teacher and/or administrators regarding students' progress, problem areas, and resources needed.

Confers with parents by phone, in writing and in personal conferences as needed.

Assists in developing and maintaining informational and operational records regarding assigned learning program activities and students' educational and social programs and status.

Organizes instructional environment, prepares materials for daily and special activities, gathers appropriate resource materials, and cleans up upon completion of tasks.

Prepares materials and/or equipment for use in classroom activities and other learning situations, gathers and prepares appropriate resource materials.

Monitors student progress through observation and review of work; maintains accurate and up to date student records.

Administers, checks, and records standardized/classroom tests, daily assignments, and homework per teacher's directives.

Attends in-service training, parent conferences, and after-school meetings as required.

Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Proper English usage, grammar, spelling and punctuation.

Standard and accepted reading, spelling, mathematics, and English rules and concepts.

Age appropriate methods of tutoring and motivating students.

Standard and accepted classroom procedures and children's instructional and recreational activities, games, arts and crafts.

District's policies, procedures, organization and operations related to instructional programs and student support.

Designated specialized academic and/or skill area(s) and related learning situations.

Ability to:

Understand and follow a variety of oral and written instructions in an independent manner.

Communicate effectively and positively in both oral and written forms.

Supervise students effectively and positively in a variety of situations.

Identify the needs of assigned students including students with behavioral, learning, or physical disabilities, and to effectively relate to those needs in designated learning situations.

Organize and implement various instructional methods and materials to achieve assigned instructional goals.

Identify problems, collect relevant data, analyze options according to established criteria, and recommend appropriate course of action within prescribed alternatives.

Establish and maintain a variety of specialized and instructional records, logs, and files including confidential files.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

Possession of a passing score on District's Instructional Assistant Proficiency Test.

May require possession of a valid and appropriate California State driver's license.

TRAINING AND EXPERIENCE: Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

Training

Successful completion of an Associates of Art degree from an accredited college or university with an emphasis in general or specialized educational coursework. *Some knowledge of computer software is highly desirable.*

Experience

At least two (2) years of progressively responsible experience performing duties equivalent to the duties performed by a Bass Lake Joint Union Elementary School District Instructional Assistant.

TYPICAL PHYSICAL REQUIREMENTS

Standing for extended periods of time daily; walking short distances. Twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movements required. Corrected hearing and vision to normal range; verbal communications required; ability to use a variety of office equipment and machines.