

Job Description

San Ramon Valley Unified School District

Purpose Statement

Paraeducator - Preschool

The job of Paraeducator - Preschool is done for the purpose of providing support to the educational process with specific responsibilities for working with individual and/or small groups of students; assisting teachers and students in providing specialized education in a designated subject area; and providing clerical support to teacher/s and staff.

This job reports to Assigned Supervisor

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assists students, individually or in small groups, with lesson assignments during the school day for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Provides daily support (e.g. feeding, lifting, carrying, personal hygiene, toileting, changing, self-care, mobility and structural adaptations, etc.) for the purpose of ensuring necessary care and process implementation for students.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers and/or other staff for the purpose of providing instructional and behavior support.
- Follows the schedule for instruction in coordination with the teacher for the purpose of providing additional instructional support for students.
- Implements instructional programs and lesson plans in specialized areas of instruction, under the supervision of assigned teacher, for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment and work area for the purpose of ensuring availability of items, providing a safe learning environment, and/or meeting mandated requirements.
- Monitors individual and/or groups of students in the classroom setting for the purpose of providing a safe and positive learning environment.
- Reports observations and incidents relating to students for the purpose of communicating information to the appropriate instructional and/or administrative staff for appropriate action.
- Supports teacher for the purpose of providing support for student learning and reinforcing safe and appropriate behavior.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; adhering to safety practices and procedures; administering first aid; communicating effectively; resolving student behavior issues; and mentoring and guiding.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; age appropriate activities; relate to students in group situations with a variety of age levels; health standards and hazards; methods of instruction and training; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; giving and receiving oral and written instructions; working independently and responsibly with minimal supervision; adapting to changing work priorities; dealing with frequent interruptions; meeting deadlines and schedules; organizing tasks; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education (Minimum): **OPTION 1:** High school diploma or equivalent and completion of six (6) semester units of Early Childhood Education or Child Development Coursework. School-age emphasis under this option requires that three (3) of the six (6) semester units in Early Childhood Education/Child Development be completed in school-aged coursework.

OR **OPTION 2:** High school diploma or equivalent and complete an approved Home Economics and Related Occupations (HERO) or Regional Occupational Program (ROP) in child development related occupations.

Required Testing

None Required

Certificates and Licenses

CPR/First Aid Certificate Desired

Child Development Assistant Permit Issued by CCTC

Continuing Educ. / Training

Maintains Certificates and/or Licenses

District Mandated Training

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

June 10, 2025

Salary Grade

Range C