

SHAFFER SCHOOL DISTRICT

POSITION DESCRIPTION

Title: Para-Professional
Department: Instruction
Reports To: Superintendent/Principal
Classification: Classified
Work Year: 10 Months
Salary: As Stated on Negotiated Classified Salary Schedule

General Summary:

Under the direct supervision of the Superintendent/Principal, assist students by helping individuals or small groups of students with achieving reading, writing and basic math skills, implementing instruction, reinforcing learning skills, and reinforcing school-wide discipline procedures in a Title I designated school. Assists instructor with preparation of classroom materials, monitoring students, and evaluating and recording student achievement.

Principle Duties and Responsibilities:

- Assist students with academic lessons and activities
- Implement teachers instruction plan
- Perform tutoring, both individually and with small groups to ensure mastery of subjects
- May be required to supervise students during breaks and recess
- Perform other job related as assigned

Knowledge Skills and Abilities Required:

- Understand and follow oral and written instructions
- Education, training, and/or experience demonstrating the ability to perform the required duties
- Knowledge of child development, principles, and practices
- Ability to support students in all academic subjects
- Communicate effectively with students, staff, community and parents

Working Conditions:

- Light to moderate to physical effort, standing and/or walking for extended periods of time. Lift and move instruction materials/equipment

- Moderate stress level
- Primarily indoor classroom and school environment

Occupational Certificates/Licenses:

- High School diploma or equivalent
- Meet one of the following requirements:
 1. Completed two years of study at an institute of higher education – hold 48 semester units or;
 2. Obtained an Associate's or higher degree or;
 3. Met a rigorous standard assessment "Para-Professional Exam" and be able to demonstrate, through a formal state or local academic assessment, knowledge of, and the ability to, assist instructing reading, writing and mathematics.
- Ability to demonstrate basic computer operational skills
- First Aid and CPR Certification
- TB and fingerprint clearance