

Job Title: PARA-EDUCATOR

Definition:

Under the immediate direction of certificated person and supervision of the administrator, assist in the operation of the class and in the supervision of groups and/or individual children within the classroom and in physical education programs.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assist the teacher in instruction in the basic skill subjects and other activities.
2. Assist in the preparation of learning materials which may include keyboarding, duplicating and assembling.
3. Corrects student work, papers, and tests.
4. Introduce and conduct activities for individuals or groups as directed in the classroom or in physical education programs.
5. Assist with attendance and other class records.
6. Supervises individuals or groups as directed.
7. Prepare equipment for class use.
8. Use second language and cultural experiences to assist Limited English Proficient students in school-related activities.
9. Perform other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Appropriate student behavior
- Techniques to motivate students
- Subjects of school curriculum – Basic math, English usage, spelling, grammar and punctuation, physical education

Skill and Ability to:

- Relate effectively with children
- Read, write, and speak Spanish fluently (Bilingual position)
- Follow the directions of the classroom teacher
- Exercise good judgment
- Use modern office machines and equipment
- Establish and maintain cooperative working relationship with staff and parents
- Read, write and understand the English language
- Communicate clearly and concisely both orally and in writing
- Simple record keeping
- Maintain professional confidentiality

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Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and six months experience in working with children in a structured environment or college level classes in child behavior, child growth and development, education, or child psychology is required.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

Range: 18

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

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		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.	X			X		
11 –25 lbs.	X			X		
26 –50 lbs.	X			X		
51 –75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve		X	
Make Decisions	X		
Supervise		X	
Interpret Data		X	
Organize	X		
Write	X		
Plan	X		
Multi-Task		X	

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		