

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PARAEDUCATOR I**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist the classroom instructor in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and perform classroom administrative task such as maintaining and recording individual student records, daily observations and information about student learning/activities, etc.

#### **ESSENTIAL FUNCTIONS:**

Tutor individuals or groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices, remedial exercises and assignments in various subjects.

Oversee individual or groups of students in activities, both inside and outside the classroom, including assisting with large or small group instruction and one-on-one tutoring.

Use a wide range of teaching methods (circle time, small/large group activities) to enhance students development growth.

Assist students with following routines and transitions for the purpose of providing proactive support to diminish adverse student behaviors in the classroom, during outside classroom activities/events; report progress regarding student performance and behavior as required.

Accompany/escort assigned student(s) to and from events, classes, lunch, and other activities, and maintain supervision as assigned.

Perform a variety of classroom support duties such as preparing instructional materials, duplicating and distributing materials and maintaining various records and files; organize materials to assist student learning.

Operate a variety of classroom and office equipment including a computer and copy machine.

Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude, and general guidance.

Oversee groups of students during playground activities as assigned; assure safe outdoor play.

Provide input on program strategies and student evaluations, if requested.

Guide students in the utilization of instructional coursework.

Provide program-based information to students in the absence of the instructor.

Restock class materials and supplies, as necessary and directed.

Perform related duties as assigned.

For Pre-K/TK Classroom: Oversee and assist students with self-care activities such as grooming, feeding and toileting.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic subjects taught in District schools, including mathematics, grammar, spelling, language reading and writing.

Basic guiding principles and practices for teaching and learning.

Basic computer hardware and operations.

Safe and respectful practices in the classroom and during playground activities.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, handwriting, punctuation, and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Basic record-keeping techniques.

**ABILITY TO:**

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the instructor.

Learn and apply appropriate methods, procedures, and limitations in the assigned instructional environment.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with students, staff, families, and various stakeholders.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Learn, explain, and apply applicable rules, regulations, policies, and procedures.

Organize instructional materials.

Maintain a clean, safe, and orderly classroom learning environment.

Perform clerical duties related to classroom activities.

Perform work with many interruptions.

Maintain routine records.

Maintain consistent, punctual, and regular attendance.

Meet schedules and timelines.

Operate a computer and applicable software and instructional databases for record keeping.

Effectively operate standard office and classroom equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

Effectively read and analyze a variety of materials and monitor student activities.

Effectively communicate in order to exchange and understand information.

Reach overhead, above the shoulders and horizontally.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

and

Paraeducator proficiency requirement can be met by completion of ONE of the following:

Proficiency Exam or

California Basic Educational Skills Test (CBEST) or

Completion of two years college (48 semester units) or

A.A. degree or higher

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and Outdoor environment.

Constant interruptions.

**BOARD APPROVED:** December 5, 2023