

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PARAEDUCATOR II**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist the instructor in reinforcing instruction to individual or small groups of students in a classroom, recreational or other learning environments; 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 individual or small groups of students, reinforcing instruction as directed by the instructor; monitor and oversee student drills, practices, remedial exercises, and assignments in various subjects; read age-appropriate stories to students.

Under the direction of the instructor, tutor small groups of students in social skills and executive functioning skills.

Assist students in a variety of school environments by providing positive learning experiences, which may include enrichment or remedial assistance.

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.

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

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; communicate with teachers and administrators regarding student performance and behavior as directed.

Direct students into safe activities and functions

Correct, score and record tests, papers, and homework assignments; prepare homework packets as assigned; facilitate assessment testing as needed.

Provide input and assist instructors with determining student advancement through established learning programs; assist in the development of lesson plans as requested.

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

Operate a variety of classroom and office equipment including a computer, copier, paper cutter and laminator.

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

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

Use evidence-based practices to de-escalate behaviors including following an individual behavior plan for a student when appropriate.

Oversee and assist students with self-care activities such as grooming, feeding and toileting.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Student guiding principles and practices for teaching and learning.

Safe and respectful practices in classroom and playground activities.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, 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 for non-severely disabled students.

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.

Operate standard office and classroom equipment.

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.

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 to exchange and understand information.

Reach overhead, above the shoulders and horizontally.

Use behavior interventions with students as needed using approved behavior strategies and positive reinforcements to de-escalate adverse behaviors.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to graduation from high school and one year experience working with youth.

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

AA or higher degree

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver’s license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and Outdoor learning environment.

Constant interruptions.

**BOARD APPROVED:** December 5, 2023