

## LEMON GROVE SCHOOL DISTRICT

### CLASS TITLE: CLASSROOM PARAPROFESSIONAL

#### DEFINITION:

Provides assistance to the instructional program in school classrooms and/or resource and learning centers.

#### JOB RELATIONSHIPS:

Supervised by school administrator, work duties directed by assigned teacher, works cooperatively with other certificated and classified school staff, works cooperatively with all students.

**ESSENTIAL DUTIES:** (May perform any combination of the essential functions listed below. Duties may vary from school site to school site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Tutor individual students or groups of students with teacher direction.

Correct student papers, check homework assignments and corrects students' seat work.

Help students complete class assignments.

Supervise students in the classrooms, resource and learning centers in the absence of the classroom teacher.

Assist students in the use of a variety of supplementary instructional materials including audio visual and technology tools following the teacher's plan.

Administer, score and record results of tests.

Supervise students at assemblies, on field trips, lunch areas, play areas and transportation pick up and drop off locations.

Mediate student disputes and provide appropriate behavioral intervention as required.

Maintain class rolls, attendance and other records.

May assist in maintaining records related to supplies, equipment, inventory and work orders.

Operate audiovisual equipment and other instructional technology associated with students' instructional program.

Gather, compile and prepare data for reports, conferences and instructional meetings.

Participate in staff development programs as directed.

Oversee and perform clean up activities related to the instructional program of students.

Arrange bulletin boards and other instructional displays.

Prepare instructional materials and help students locate reference materials.

## **Classroom Paraprofessional – con't.**

May train and direct peer coaches and helpers.

May assist with the logging of daily behavior data.

### **NON-ESSENTIAL DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE OF:**

Instructional/tutorial procedures and practices

Reading, writing and oral English

Communication skills

School and classroom operation procedures

Confidentiality of school records and student information

Appropriate motivation and behavior strategies for students

Reading, math and written language instructional strategies

### **ABILITY TO:**

Demonstrate enthusiasm for and interest in the instructional program

Communicate with and understand the needs of students

Establish and maintain effective working relationship with all students and school staff

Plan and organize work to meet schedules and time lines

Maintain records, reports and classroom schedules

Read, apply, and explain rules, regulations, policies and procedures

Maintain confidentiality concerning students and school records

Maintain regular attendance necessary to support instructional program

### **EDUCATION:**

High school diploma or equivalent to graduation from high school

## **Classroom Paraprofessional – con't.**

### **TRAINING AND EXPERIENCE QUALIFICATIONS:**

Must demonstrate knowledge of reading, writing, and math skills to support students' instruction program. This knowledge can be demonstrated by one of the following:

1. Certificate verifying No Child Left Behind "highly qualified status" issued by previous public school agency
2. Two years of study (48 semester units) at an institution of higher education beyond high school
3. Obtained Associate's (or higher) degree
4. Passage of written Paraprofessional Examination

### **LICENSES AND OTHER REQUIREMENTS:**

Passage of District pre-employment test

Post-offer physical examination and drug screening

Fingerprint clearance from the Department of Justice

Tuberculin skin test before employment and every four years thereafter or a chest x-ray

Possession of current valid California Driver's License and private vehicle availability may be required (mileage expense allowance provided for district related business)

### **WORK ENVIRONMENT:**

Indoor classroom and outdoor settings

### **PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on telephone

Seeing to read, prepare and proofread documents and perform assigned duties

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate tools and equipment

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies

Lifting light objects and materials (10-15 pounds)

**Board approval date: February 8, 2005**