SONORA UNION HIGH SCHOOL DISTRICT

# PARAPROFESSIONAL

Job Description

## DEFINITION

Under supervision, assists certificated personnel in the necessary duties to aid in the planning and implementation of a classroom program for students with special needs and/or students performing behind grade level, and to perform a variety of routine instructional and clerical duties.

## CLASS CHARACTERISTICS

Positions in this class are established primarily to relieve teachers of routine instructional and clerical related tasks. Incumbents perform their tasks with initiative and independent judgement within a limited number of standardized procedures. Incumbents in this class may work in specialized programs involving students who are below grade level or having learning, physical or emotional handicaps. The individual activities and duties of positions vary with particular assignments, and no one individual would be likely to perform all of the following duties.

## ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned as needed*

- Assists in planning and implementing suitable learning experiences for students, for example, following IEP requirements
- Attends required staff meetings
- Listens to and drills students in reading, mathematics and other subjects relative to grade level according to instructions and guidance from a teacher or specialist
- Works with individuals, small groups or an entire class in presenting and reinforcing routine instructional materials
- Works with students to remediate learning deficiencies in subjects required for high school proficiency testing
- Helps students develop positive interpersonal relationships with peers and adults
- Administers and scores placement and unit tests
- Observes and records information about student behavior and other significant data
- Performs a variety of routine clerical and record keeping activities; such as filing, taking roll, filling out forms and applications, correcting papers and recording scores, tests, memos, forms, and worksheets
- Oversees and supervises activities of students in a classroom, shop, laboratory, and field trips and during physical exercise periods
- Maintain supplies, books and equipment for student use
- Assists in preparing, monitoring, and cleaning program facilities and other student areas
- May assist students with personal needs (i.e., feeding, toileting, ambulation)
- Does related work as required for job-specific positions (i.e., may assist students regarding safety issues/utilization of power equipment in metal/welding/wood/ROP shops, using both visual and auditory examples)
- May provide non-routine specialized health care needs (i.e. allergic reactions, hyper- or hypoglycemic care for a diabetics, assist when a student has a seizure); training will be provided as needed

## GENERAL QUALIFICATIONS

Knowledge of:

- Child growth and development principles
- First Aid/CPR
- General needs and behavior of high school students

- English usage, spelling, grammar and punctuation
- Phonics and basic reading principles
- General mathematics through basic algebra
- Simple record keeping
- Operation of standard office equipment including computers and copy machines
- Operation of audiovisual equipment

Ability to:

- Work effectively with special needs students and/or students needing additional support
- Work with students and motivate them to participate in learning activities
- Ability to establish and maintain working relationships with students, staff, subordinates and supervisory employees
- Write legibly
- Perform routine clerical work
- Understand and carry out oral and written instructions
- Learn simple methods and procedures to be followed in an instructional situation

**TRAINING AND EXPERIENCE**

Have any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is completion of formal or information training or experience in working with adolescents or students in an instructional setting.

High school Diploma or the equivalent, and

Two years of college (48 units), or

A.A. degree (or higher), or

Pass a local assessment of knowledge and skills in assisting with instruction- NCLB Certification

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Physical Demands:

- Requires mobility to stand, stoop, reach and bend
- Lifting, pushing, and/or pulling; normally does not exceed 25 pounds
- Vision (*which may be corrected*) to read small print

Other Conditions:

- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Consistent and regular attendance is essential
- Applicants must pass a pre-employment proficiency examination in English, mathematics, reading and related subjects of the high school curriculum
- May participate in in-service or other staff meetings

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

*Board Approved: September 16, 2014*