

MOORPARK UNIFIED SCHOOL DISTRICT

PARAEDUCATOR

BASIC FUNCTION

Assists one or more teachers in the direct care and supervision of students in a classroom setting. Maintains and prepares classroom materials, forms, and student files. Provides instructional assistance to individuals or small groups of students.

REPRESENTATIVE DUTIES

Assists teacher with implementing lesson plans by providing positive learning experiences for students. Assists with planning and setting up learning activities.

Assists teacher in monitoring classroom activities. Assists in maintaining classroom discipline by observing the activities of the students and maintaining order; these activities may be in or out of the classroom setting.

Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures. Discusses behavior of students with instructional staff as necessary.

May give individual and special instruction to assigned students. Responds to each student's particular needs and characteristics.

Reports to the instructor any signs of illness or distress observed in the students. Aids in dealing with the situation, as appropriate.

Assists and guides students by providing appropriate role modeling, emotional support, patience, and a friendly and engaging attitude. Must observe confidentiality. Must be discrete in responding to student behaviors and educational needs whenever possible.

Assists in maintaining a neat and orderly learning environment that supports learning. Performs a variety of classroom related clerical services such as maintaining charts and records, scoring and recording tests, preparing and storing instructional materials and equipment, copying instructional materials, operating office machines, including computer, copier and other audio-visual equipment. Assembles bulletin boards and other displays; arranges classroom for planned activities.

OTHER DUTIES:

Performs other duties as assigned that support the overall objective of the position.

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MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Basic knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting.

Working knowledge of the basic subjects taught in the District schools, including mathematics, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.

Basic knowledge of teaching and instruction methods.

Knowledge of basic clerical and record keeping processes.

Knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.

Sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the needs of students.

ABILITY TO:

Assist teaching staff with the implementation of instructional goals and activities, assessing the needs of individual students and developing programs to meet those needs.

Interact with teachers, parents, and specialists in order to carry out assigned duties.

Oversee students, administer assignments and tests, and perform general clerical tasks.

Make informal presentations to individual and small groups of students and assist with demonstrations of assigned subject matter to classroom sized groups.

Relate positively to students in a teaching/learning environment in a way that builds confidence and recognizes socioeconomic and cultural differences among children.

Balance emotional support and discipline and deal with common behavior problems.

PHYSICAL DEMANDS AND WORKING CONDITIONS

| | | | | | |
|------------|---|----------------------|------------|---|---------------------|
| Rare | = | 1/12 time or less | Frequent | = | over 1/3 - 2/3 time |
| Occasional | = | over 1/12 - 1/3 time | Continuous | = | over 2/3 - 3/3 time |

Standing/Walking: Occasionally standing in one place for up to 50 minutes at a stretch while instructing or operating various clerical/instructional equipment alternated with frequent walking on all surfaces which may include tile, carpeting, concrete/blacktop and uneven outside terrain for up to 5 - 20 minutes at a stretch while supervising students before a brief standing or sitting break. Usually the Paraeducator is only standing for 2 - 10 minutes at a stretch in one place before shifting positions during the instruction period.

Sitting: Occasionally the Paraeducator could sit for the entire work shift and could sit during any rest period break; may be required to sit in child-like and/or adult-size school furniture; however, the rest of the day would entail standing and walking activities, thus making sitting an occasional optional activity.

Bending/Stooping or Crouching/Squatting: Occasional to Frequent to work closely with students on a one to one basis.

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Turning/Twisting: Continuous turning of the neck/back in order to observe the students. Frequent to continuous turning and twisting at wrist, elbow and waist levels for only a few

seconds at a stretch during instructional activities. Twisting and turning at the knees and ankles may be required if engaged in a physical instructional lesson.

Seeing/Hearing: Continuous seeing and hearing while working in an educational setting closely with students. The Paraeducator should be able to see well enough to read from regular print in school text books and assignment sheets. Must be able to see well enough to supervise students in the classroom and during outside classroom activities. The Paraeducator should be able to hear normal conversation that would occur in a classroom setting.

Speaking: Clear and precise speaking continuously in English and/or Spanish so that students and/or adults are able to communicate with the Paraeducator.

Lifting and Carrying Requirements

| | | | | | |
|-----------------|---|------------|-----------------|---|------|
| Under 10 pounds | = | Frequent | 50 - 75 pounds | = | Rare |
| 10 - 25 pounds | = | Occasional | 75 - 100 pounds | = | Rare |
| 25 - 50 pounds | = | Rare | Over 100 pounds | = | None |

Lifting: Normally, the most the Paraeducator would lift would be 5 - 10 pounds as when procuring books, an overhead projector, student chair/desk, and instructional materials. The projector and books could be located at any level from floor to overhead and would most likely be lifted to waist level. Paraeducator may on rare occasions be required to lift students who have special needs weighing up to 100 pounds.

Carrying: Most times, the Paraeducator would be carrying instructional materials no more than 10 pounds, such as books, papers, or an overhead projector. The majority of the instructional items lifted are usually carried short distances within the classroom (2 to 50 feet). Materials weighing more than 20 pounds are usually put into a cart and pushed to its destination.

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. Some experience involving the supervision of children's activities is desirable. Successful completion of the district's competency exam demonstrating knowledge of and the ability to assist in teaching reading, writing and mathematics (or readiness in those subject areas).

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Board Approved: 6-16-15