

Burnt Ranch School District
Instructional Aide Paraprofessional Job Description
P.O. Box 39
Burnt Ranch, Ca 95527
(530) 629-2543

JOB DESCRIPTION

POSITION TITLE:

Instructional Aide/paraprofessional

QUALIFICATIONS:

1. Must hold an Associates degree or have 48 units of college credit or have passed the TCOE Instructional Aide Proficiency Test.
2. Ability to communicate effectively in oral and written expression.
3. Ability to work effectively with students of differing ages, abilities, and backgrounds.
4. Ability to follow directions and function within school policies and procedures.
5. Basic computer and technology skills.
6. Must demonstrate an aptitude for working with children and for a teacher.
7. Must be discreet-able to keep all professional and personal relationships confidential.
8. Fingerprint clearance is required.

PHYSICAL DEMANDS:

Persons performing service in this position classification will exert 10-30 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for brief periods.

Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, manual dexterity to operate business and automotive equipment, and working with various art, office and instructional materials are important aspects of the job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and contagious childhood diseases. The noise level in the work environment is usually moderate.

RESPONSIBILITIES:

Under the supervision of the teacher, the Instructional Aide shall:

1. Follow plans as prepared by the classroom teacher
2. Assist in the preparation of classroom activities and lessons.
3. Assist with classroom/school-wide planning (when directed)
4. Assume responsibility for preparing and completing assigned tasks.
5. Work with small groups of students to reinforce learning.
6. Correct student's work accurately and assist with corrections if needed.
7. Report student needs and results as appropriate and/or requested by the teacher
8. Provide calm and consistent discipline, as directed by the teacher's outlined classroom procedures.
9. Use classroom techniques consistent with the teacher's methods and philosophy.
10. Perform clerical duties as assigned by the teacher. Have basic keyboarding skills.
11. Prepare bulletin boards and other materials aimed at creating a pleasant learning environment.
12. Perform light housekeeping tasks in order to provide neat, clean, and sanitary working conditions conducive to a positive learning environment.
13. Assist in duties relating to playground supervision and bus loading. Be alert of safety hazards and unsafe behaviour on the part of the students.
14. Be aware of district policies and procedures and support these policies
15. Assume control of the class during brief absences of the teacher.
16. Assist in duties relating to the cafeteria including supervision of students, lunch count, and assisting students in getting their school lunch; ie. helping with the salad bar, using condiments, milk pouring ect.
17. Attend Assist with classroom and school-wide inventories.
18. Complete tasks thoroughly and on schedule.
19. Attend all general staff meetings, instructional aide/paraprofessional meetings, and all required in-service programs.
20. Attend field trips and assist with student supervision.
21. Maintain a cooperative attitude and is able to relate to school age children, parents/guardians, and faculty members.
22. Maintain confidentiality of student information and refer questions on student matters to the classroom teacher or Principal.
23. Perform other tasks consistent with the educational goals of the district as determined by the teacher and Principal.(Student events such as the Spelling Bee, drama/music performances, etc.)

RESPONSIBLE TO (PRIMARY):

Teacher to whom assigned

RESPONSIBLE TO (SECONDARY):

Principal

TERMS OF EMPLOYMENT:

Instructional Aides are 10 month employees. The number of hours worked are determined by the Governing Board. Classroom assignment of Instructional Aides shall be determined by the Principal.

SALARY:

Salary and workdays are determined by the Governing Board.

NOTICE TO ALL APPLICANTS

The Burnt Ranch School District complies with the rules and regulations contained in Title VII of the Civil Rights Act of 1964, Title II of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The Douglas City School District wishes to inform all individuals and organizations that the District does not discriminate on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental ability, medical conditions, Vietnam era veteran status, actual or perceived sexual orientation, or any other reason prohibited by State and Federal law.

EQUAL OPPORTUNITY EMPLOYER