

**Title:** PARAPROFESSIONAL I, II, III, IV

**Definition:**

Performs various tasks in assisting with the educational needs of the students

**Training & Experience:**

Applicants must have a minimum of 48 units toward an AA degree, currently possess an AA degree, or have passed the Paraprofessional test administered by Shasta County Office of Education

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Provides under the direction of the teacher, basic instructional assistance to the student in the classroom or on field trips
2. Works with the students individually or in small groups, tutoring, and reinforcing lesson plans
3. Assists the teacher in maintaining an attractive and stimulating classroom and in responding to the personal needs of the children
4. Provides general clerical assistance and runs errands
5. Corrects and assesses student work
6. Makes up remedial/review activities for students that are having trouble with a subject
7. Assists teachers with duties related to special education, including calling parents regarding meetings, obtaining information from the students' confidential files, making copies of transcripts, making copies of schedules and finding out about their attendance
8. Establishes and keeps files on students
9. Operates a variety of modern office equipment including personal computers and related software
10. Assists students with obtaining information in the library
11. Assists students with the Internet
12. Maintains bulletin boards in the classroom and keeps classroom neat and clean
13. Nurtures, counsels, and disciplines students. Instills personal hygiene, good grooming and manners
14. Uses computer to set up and maintain records of grades
15. Maintains database of all special education students as needed
16. Performs other related duties as required

**Knowledge, skills & abilities:**

- Knowledge of special education program
- Knowledge of modern office equipment
- Knowledge of personal computer and related software

- Knowledge of library procedures and Internet
- Ability to work effectively with students
- Ability to work cooperatively with teachers
- Must be able to perform simple clerical work
- Must be able to understand and follow oral and written instructions

**Personal Characteristics:**

- Neat personal appearance
- The ability to work effectively with students, fellow employees, and school officials
- The ability to meet the public tactfully and courteously

**Physical Requirements & Working Conditions:**

- Requires vision (which may be corrected) to read small print
- Requires the mobility to stand, stoop, reach, and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Requires the ability to stand for long periods
- Requires the ability to walk long distances
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job
- Is subject to inside and outside environmental conditions
- Must pass health assessment, TB testing and Dept. of Justice fingerprint clearance