



PARAEDUCATOR I INSTRUCTIONAL AIDE

Revision Date: 09/26/12

BRIEF DESCRIPTION OF POSITION:

Paraeducator's work under direct supervision of classroom or program resource teachers. The majority of the duties involve instructional tasks assigned on a one-to-one or small group basis in the classroom, lab or study center. In addition, duties shall include planning sessions with teachers and attendance at prescribed pre-service or in-service training to increase effectiveness with students.

STATEMENT OF TYPICAL DUTIES:

- a. Assists in instructional activities such as: E
 1. Learning centers
 2. Individualized or small group activity
- b. Assists teacher in routine classroom tasks such as: E
 1. Roll taking
 2. Setting up equipment or demonstrations
 3. Preparing materials
 4. Limited correcting of student work
- c. Assists the teacher in those activities and preparations necessary for the proper functioning of a classroom. E
- d. Works effectively with students, teachers, community and staff. E
- e. Assists classroom teacher in support of individual student learning. E
- f. Assists in clerical duties related to program. E
- g. Demonstrates willingness to accept direction and training; communicates as identified necessary by the District in the target language for students needing assistance in a language other than English. E

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent. *No Child Left Behind Requirements: Must have High School Diploma, 48 College Units and/or an Associate's Degree or the successful completion of the Parapro test.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.