

HARMONY UNION SCHOOL DISTRICT
Paraprofessional
Classified Employee

General Job Description

The Paraprofessional works with certificated staff in the instruction, supervision and training of individual students or small groups in specific academic and skill areas. The paraprofessional may be assigned to a designated skill or support area due to their specialized training or skills. The paraprofessional normally works in a classroom setting providing instructional assistance to individual students or small groups, but may also be expected to work independently with an assigned student or small group. The paraprofessional may be assigned by the site principal to different learning environments based upon their skills and training. The paraprofessional is to work cooperatively and professionally with teachers and staff in the development and implementation of learning activities, instructional materials, and tests to measure and enhance student learning experience.

Duties and Responsibilities of the Paraprofessional

The paraprofessional assists the teaching staff in administering and supervising a variety of district and state assessments, as assigned by the site principal.

The paraprofessional provides supervision and a calming presence on the playground and in the cafeteria during the assigned student break periods.

The paraprofessional provides supervision and a calming presence on campus prior to and after the school day according to a school supervision schedule or at the request of the principal.

The paraprofessional may be assigned by the principal and/or classroom teacher to observe and collect work samples or data on individual students for the classroom teacher's use within the training and capability of the paraprofessional.

The paraprofessional communicates in an effective and timely manner with teachers regarding observed issues and needs pertaining to individual students.

The paraprofessional assists with student conduct issues including working to calm and quiet students in order for others to focus on classroom lessons and assignments.

The paraprofessional works with assigned students with daily learning materials and assignments, either in the classroom or on an independent basis in another learning environment on campus.

The paraprofessional may be asked by the assigned classroom teacher to provide clerical support for the delivery of instructional lessons.

The paraprofessional provides assistance as assigned by the teacher in core curriculum and content areas with individual students or small groups of students.

The paraprofessional will also assist with "Green School" activities and the school garden program when assigned by the principal or classroom teacher.

Based on the paraprofessional's education and training, the paraprofessional may be assigned by the principal to reinforce specific core curriculum areas.

Supervision

The Paraprofessional is directly responsible to the school principal who sets work schedules and provides for the paraprofessional's annual evaluation. When assigned to a particular classroom teacher the paraprofessional takes direction from the teacher within the guidelines of the job description and classified contract.

Qualifications and Skills

The paraprofessional shall communicate effectively in English with K-8 students.

The paraprofessional has basic computer knowledge and skills.

The paraprofessional must pass the legally required proficiency test administered by the county office of education.

The paraprofessional has effective mathematical and language arts skills and knowledge for working with K-8 students.

The paraprofessional has the ability to communicate effectively with teachers, students, parents and staff orally and in writing.

The paraprofessional has the ability to maintain effective and supportive working relations with teachers, students, school officials, parents and members of the community who visit or volunteer in the schools.

The paraprofessional has the ability to understand and follow oral and written instructions and requests.

The paraprofessional has a general working knowledge of student learning styles, challenges and needs.

The paraprofessional has a compassionate and supportive approach toward working with students.

The paraprofessional has the ambulatory ability to assist with outdoor activities and campus supervision.

The paraprofessional must possess auditory and visual abilities to effectively assist students with reading, speaking and other visual learning activities.

Employment Standards

The paraprofessional must demonstrate that they are a high school graduate or its equivalent.

The paraprofessional should possess an AA degree or at least 48 units of college level coursework.

The paraprofessional must demonstrate prompt and consistent attendance in order to assist students and teachers with classroom instruction.

The paraprofessional must possess a valid, current CPR certificate, as provided by the district.

The paraprofessional must clear the required fingerprints and TB clearance.

Bilingual skills, especially Spanish language speaking and writing are desired.

District may require applicant to go through the Post Offer/Pre-Placement Program (P.O.P.P.)

Salary Range

Range 6

Ten-month employee

Board adopted: December 15, 2011