



HARMONY UNION SCHOOL DISTRICT
Job Description
Paraeducator Instructional Assistant

Job Classification:	Paraeducator Instructional Assistant
Work Location:	Harmony Elementary & Salmon Creek School
Job Range:	Range B
Calendar:	11 Months / 183 Contract Days
Immediate Supervisor:	Site Administrator
Date of Last Adoption:	TBD

General Job Description

The Paraeducator works with certificated staff in the instruction, supervision and training of individual students or small groups in specific academic and skill areas. The Paraeducator may be assigned to a designated skill or support area due to their specialized training or skills. The Paraeducator 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 Paraeducator may be assigned by the site administrator to different learning environments based upon their skills and training. The Paraeducator 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 Paraeducator

- The Paraeducator assists the teaching staff in administering and supervising a variety of district and state assessments, as assigned by the site administrator.
- The Paraeducator provides supervision and maintains a calm and safe environment in the classroom, on the playground, in the cafeteria, and other student occupied spaces.
- The Paraeducator provides supervision and maintains a calm and safe environment prior to and after the school day according to school supervision schedule or at the request of the site administrator.
- The Paraeducator may be assigned by the site administrator 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 Paraeducator.
- The Paraeducator communicates in an effective and timely manner with teachers regarding observed issues and needs pertaining to individual students.
- The Paraeducator assists with student conduct issues including working to calm and quiet students in order for others to focus on classroom lessons and assignments.
- The Paraeducator 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 Paraeducator may be asked by the assigned classroom teacher to provide clerical support for the delivery of instructional lessons.

- Assist with student transit and meal pickup to and from cafeteria
- The Paraeducator provides assistance as assigned by the teacher in core curriculum and content areas with individual students or small groups of students.
- The Paraeducator will also assist with activities and the school garden program when assigned by the site administrator or classroom teacher.
- Based on the Paraeducator's education and training, the Paraeducator may be assigned by the site administrator to reinforce specific core curriculum areas.

Supervision

The Paraeducator is directly responsible to the site administrator who sets work schedules and provides for the annual evaluation. When assigned to a particular classroom teacher, the Paraeducator takes direction from the teacher within the guidelines of the job description and classified contract.

Education, Experience and Qualifications:

- Can communicate effectively in English with K-8 students.
- Has basic computer knowledge and skills.
- Ability to pass proficiency tests administered by the county office of education.
- Has effective mathematical and language arts skills and knowledge for working with K-8 students.
- Ability to communicate effectively with teachers, students, parents and staff orally and in writing.
- 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.
- Ability to understand and follow oral and written instructions and requests.
- Has a general working knowledge of student learning styles, challenges and needs.
- Has a compassionate and supportive approach toward working with students.
- Has the ambulatory ability to assist with outdoor activities and campus supervision.
- Possess abilities to effectively assist students with reading, speaking, and other visual learning activities.
- Completion of high school
- Completion of 48 semester units or an Associate's degree or higher, or taken and passed the CBEST exam, or successful completion of the county Paraeducator Academic Assessment
- Prompt and consistent attendance in order to assist students and teachers with classroom instruction.
- Possess a valid, current CPR certificate; training provided by the district.
- The Paraeducator must clear the required fingerprints and TB clearance.
- The District may require applicants to go through the Post Offer/Pre-Placement Program (P.O.P.P.)