

# Job Description

San Ramon Valley Unified School District

## Purpose Statement

### **Paraeducator - Preschool**

The job of Paraeducator - Preschool is done for the purpose of providing support to the educational process with specific responsibilities for working with individual and/or small groups of students; assisting teachers and students in providing specialized education in a designated subject area; and providing clerical support to teacher/s and staff.

This job reports to Assigned Supervisor

## Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assists students, individually or in small groups, with lesson assignments during the school day for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers and/or other staff for the purpose of providing instructional and behavior support.
- Follows the schedule for instruction in coordination with the teacher for the purpose of providing additional instructional support for students.
- Implements instructional programs and lesson plans in specialized areas of instruction, under the supervision of assigned teacher, for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment and work area for the purpose of ensuring availability of items, providing a safe learning environment, and/or meeting mandated requirements.
- Monitors individual and/or groups of students in the classroom setting for the purpose of providing a safe and positive learning environment.
- Reports observations and incidents relating to students for the purpose of communicating information to the appropriate instructional and/or administrative staff for appropriate action.
- Supports teacher for the purpose of providing support for student learning and reinforcing safe and appropriate behavior.

## Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; adhering to safety practices and procedures; administering first aid; communicating effectively; resolving student behavior issues; and mentoring and guiding.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; age appropriate activities; relate to students in group situations with a variety of age levels; health standards and hazards; methods of instruction and training; and school safety and security practices.

**ABILITY** is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; giving and receiving oral and written instructions; working independently and responsibly with minimal supervision; adapting to changing work priorities; dealing with frequent interruptions; meeting deadlines and schedules; organizing tasks; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education (Minimum):** **OPTION 1:** High school diploma or equivalent and completion of six (6) semester units of Early Childhood Education or Child Development Coursework. School-age emphasis under this option requires that three (3) of the six (6) semester units in Early Childhood Education/Child Development be completed in school-aged coursework. **OR** **OPTION 2:** High school diploma or equivalent and complete an approved Home Economics and Related Occupations (HERO) or Regional Occupational Program (ROP) in child development related occupations.

### **Required Testing**

None Required

### **Certificates and Licenses**

CPR/First Aid Certificate Desired

Child Development Assistant Permit Issued by CCTC

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

### **Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Salary Grade**

Range C

### **Revised Date**