

Job Description

San Ramon Valley Unified School District

Paraeducator - Classroom

Purpose Statement

The job of Classroom Paraeducator 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 educational support at assigned school site; providing guidance and supervision in a variety of subject areas and providing clerical support to teacher(s) and staff.

This job reports to Assigned Supervisor

Essential Functions

- Adapts classroom activities, assignments and/or materials in assigned areas and 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 and after school 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 on a variety of topics for the purpose of acquiring skills and conveying information relative to job functions.
- Collaborates with teacher and staff for the purpose of supporting student learning.
- Develops the schedule for instruction in coordination with staff for the purpose of ensuring students receive additional learning support.
- Maintains classroom equipment, work area, and files for the purpose of ensuring availability of items, providing a safe learning environment, and/or meeting established requirements.
- Monitors individual and/or groups of students and student behavior in the classroom setting for the purpose of maintaining appropriate behavior and a safe and positive learning environment.
- Observes individual students for the purpose of generating documentation of student progress.

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; relating to a variety of age level students in group situations; health standards and hazards; methods of instruction and training; school safety and security practices; age appropriate activities/behaviors; and community resources.

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 variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety 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 limited. 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; meeting deadlines and schedules; organizing tasks; and working with detailed information/data.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is some opportunity to affect 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 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Experience working with school age children desirable.

Education (Minimum): High school diploma or equivalent.

Required Testing

NCLB Compliance/Proficiency Skills Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range A

Revised Date