

INDEPENDENT STUDY PARAPROFESSIONAL

DEFINITION

Under general supervision of an Independent Study certificated supervisor or teacher, the paraprofessional will assist the instructional staff in the supervision and instruction of individualized lessons for students, in both RISE and HELP, ranging in academic levels well below grade level to gifted, as well as do other related work as required.

ESSENTIAL FUNCTIONS

Under general supervision of a certificated person, a paraprofessional may work with small groups of students to reinforce learning of materials or skills initially introduced and outlined by a certificated teacher; assist students with lessons and assignments in laboratory classrooms as assigned by the teacher; assist in the preparation of instructional materials; assist in maintaining a variety of records and files as needed; assist students in the use of computer/word processing and/or software learning programs; maintain order with the students as assigned for supervision; tutor students individually on lessons as determined by the teacher; assist teachers with organizational needs; maintain information on student attendance as required by immediate supervisor; participate in parent conferences regarding students' academic performance and behavior; assist HELP teachers, parents, and students with weekly projects and activities; straighten or organize laboratory class or other learning facilities; accompany students on field trips; attend in-service training sessions and other school activities; work as a member of the team with teachers; relieve office personnel if necessary.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Correct oral and written English, grammar usage, punctuation, spelling;
Math skills, including algebra and geometry;
Fundamental principles of physical and life science;
Student behavior management strategies appropriate for K-adult;
Basic principles of instruction, teaching materials, and teaching strategies.

Ability to:

Utilize a variety of technological skills including but not limited to typing and/or computer word processing;
Perform routine clerical tasks and operate a variety of educational and office-related machines and equipment;
Under the direction of a certificated teacher, utilize a variety of appropriate instructional materials and procedures;
Appropriately manage student behavior;
Demonstrate an understanding, patient, and receptive attitude toward students having a wide range of personal problems;
Communicate effectively with students and parents;
Understand and follow oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Maintain accurate and complete student records;
Maintain confidentiality;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate necessary to complete requirements of position.

EDUCATION AND EXPERIENCE

Education:

Possess a College A.A. degree with course work or training in general education or a related field, or 48 semester units of general education coursework from an accredited institution of higher learning, or pass district paraprofessional examination.

Experience:

One year of paid or volunteer experience working with children of various age levels in a learning environment;
Some experience with a variety of educational technology.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess an appropriate California driver's license; have an acceptable driving record and qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Pushing objects up to 100 pounds; pulling and lifting objects up to 50 pounds.

Pre-placement Physical: Class I