

INSTRUCTIONAL PARAPROFESSIONAL II – GENERAL

DEFINITION

Under general supervision, perform a variety of instructional support activities; assist in instructional and learning activities with students; work in a variety of instructional settings in the school; perform a variety of supportive activities for instructional personnel; and do other related work as required.

ESSENTIAL FUNCTIONS

Assist instructional personnel with the presentation of learning materials and instructional exercises; tutor individual students and small groups of students to reinforce grade-level standards; monitor and assist all students as a follow-up to the presentation of instructional lessons by instructional personnel; may facilitate and implement instructional intervention programs for Title I, language support programs, and regular program students; direct students into safe learning activities and functions, and assist in shaping of appropriate social behaviors; assist in the management of student behavior through the use of positive reinforcement strategies and techniques; assist in the preparation of a variety of instructional materials and learning supports; assist in maintaining a variety of records, including data collection, progress monitoring, and confidential student records; operate and assist students in the operation of a variety of instructional technology; administer first aid; assist in maintaining a safe and positive learning environment; follow teacher lesson plans and may assist in preparation of plans based on teacher direction and explanation of students' academic needs; assist in the evaluation of the instruction and student progress; support in maintaining a standards-based and language rich environment; may accompany students on field trips; may attend in-service training sessions and other school activities; respect and maintain confidentiality student records and school reports; perform other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
Behavior management strategies and techniques necessary to supervise students independently;
On-line instructional programs;
Basic understanding of grade-level standards;
Routine record storage, retrieval, and management procedures.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups;
Communicate effectively in oral and written form;
Perform routine job related tasks and operate a variety of school site devices and equipment;
Understand and apply the basic concepts of child growth and development and possess a genuine liking for students;
Learn to utilize a variety of appropriate instructional materials and procedures;
Troubleshoot standard student instructional technology;
Understand and follow oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of twelfth grade, supplemented by training or coursework in child growth and development, instructional technology, or a closely related field.

Experience:

One year of paid or volunteer experience working with children of various age levels in a learning environment.

REQUIRED LICENSES OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Strength:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling up to 50 pounds; frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity; the job generally requires 50% sitting, 30% walking, and 20% standing.

Environment:

Indoor/classroom/outdoor environment;
Fast paced environment with changing priorities;
Seasonal heat and cold or adverse weather conditions.

Physical Demands:

Dexterity of hands and fingers to operate standard office and classroom equipment;
Sitting or standing for extended periods of time;
Bending at the waist, kneeling or crouching to assist students;
Seeing to read a variety of materials and monitor student activities and hearing/speaking to exchange information.

Pre-placement Physical: Class I