

## INSTRUCTIONAL PARAPROFESSIONAL I – GENERAL CLASSROOM

### DEFINITION

Under general supervision, assist teachers in the instruction of students, individually or in groups, in a classroom or similar learning situation, following a prescribed course of study; oversee and supervise students; perform clerical and paraprofessional work both outside and in the classroom; and do other related work as required.

### ESSENTIAL FUNCTIONS

Assist teachers by providing instructional assistance to individuals and small groups in reviewing and reinforcing previously introduced skills; read to students, explain work assignments, coordinate and assist students in small learning groups and activity centers; assist students in the selection of books and resource materials; follow teacher's lesson plans and may assist in preparation of plans based on teacher's direction and explanation of students' academic needs; assist in the evaluation of the instruction and the students' progress and problems; assist teacher in preparing a variety of learning materials; prepare and maintain bulletin boards, interest centers, educational displays and teaching devices; may operate or learn to operate electronic teaching machines and computer terminals; perform a variety of routine clerical and recordkeeping activities such as taking roll, collecting monies, filling out forms and applications and correcting papers; file and record test scores, grades and other data in student records; may assist in administering, proctoring, and scoring tests and charting students' progress; operate office equipment such as typewriter and duplicator in the preparation of instructional materials, bulletins, rosters, or other materials; straighten or organize classroom or other learning facility; may accompany students on field trips; may attend in-service training sessions and other school activities; respect confidential nature of pupil records and school reports; assist in maintaining close student contacts, observing and reporting to the teacher any unusual or atypical behavior or other problems; assist teacher in maintaining discipline and monitoring classroom, playground or other areas; may administer first aid in the absence of the teacher.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Basic methods and techniques used in tutoring and ways to work effectively with students;  
General needs and behavior patterns of students at the level to which assigned;  
Correct English usage, spelling, grammar and punctuation;  
Typing, filing and other clerical skills;  
Basic arithmetic.

##### Ability to:

Project a mature, constructive, stable, and healthy attitude in a learning environment;  
Read and comprehend reading materials proficiently;  
Learn pertinent procedures and functions quickly and apply them without close and immediate supervision;  
Understand the basic concepts of child growth and development and possess a genuine liking for students;  
Keep records and perform routine clerical duties;  
Understand and follow oral and written directions;

Ability to (continued):

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 the twelfth grade, supplemented by training or course work in child growth and development, instructional technology, or a closely related field.

Experience:

One year of paid or volunteer experience working with multi-age groups of children.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderate work, lifting, carrying or pulling children weighing up to 50 pounds.

Pre-placement Physical: Class I