

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR - EARLY CHILDHOOD EDUCATION (ECE)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist the Instructor in providing instructional activities for children in the classroom; assist in the preparation of instructional materials and provide routine clerical support.

ESSENTIAL FUNCTIONS:

Assist and support the classroom students with their educational development through activities, games and play activities and support the improvement of the educational program of Head Start, State Preschool, Title I or other funded classes.

Assist in the preparation and organization of instructional materials; Assist the instructor in following prescribed learning activities according to lesson plans; work collaboratively with the Instructor to plan daily and weekly instruction.

Assist in preparing and maintaining a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities.

Provide parents/guardians with information regarding their student's progress, needs, and achievements.

Participate in parent involvement activities including home visits and parent meetings.

Maintain a classroom that is welcoming, positive, safe, sanitary and with orderly condition.

Provide assistance and support to individual students when appropriate with toilet training and/or diapering needs.

Work closely and cooperatively with Instructors and fellow paraeducators to ensure a safe and cohesive learning environment.

Operate standard classroom equipment.

Attend a variety of conferences, workshops and meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Classroom procedures and expertise of child development.

Child behavior management techniques.

Requirements of maintaining a classroom in a safe, clean and orderly condition.

Goals, objectives and curriculum of assigned program.

Basic record-keeping techniques.

Basic instructional methods and techniques.

Proper Lifting Techniques.
Health and safety regulations.
Job related licensing requirements.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with students, staff, families, and various stakeholders.
Read, interpret, apply and explain rules, regulations, policies and procedures applicable to early learning.
Understand and follow oral directions.
Effectively communicate in order to exchange and understand information with students, staff, families, and various stakeholders.
Supervise planned activities.
Perform clerical duties related to classroom activities.
Monitor and evaluate student progress.
Understand and relate to students with an individualized education plan, and/or designation such as, English Learner, Homelessness, Foster Youth, etc.
Provide assistance and support to individual students, when appropriate, with toilet training and/or diapering needs, handwashing, toothbrushing, and/or healthy habits.
Maintain consistent, punctual and regular attendance.
Sit or stand for extended periods of time.
Bend at the waist, kneel, crawl or crouch to assist students.
Monitor students.
Operate standard classroom equipment.
Use Proper Lifting Techniques.
Use correct English, grammar, spelling, punctuation and vocabulary.
Use interpersonal skills with tact, patience and courtesy.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school and some experience working with children in an organized setting.

and

Paraeducator proficiency requirement can be met by completion of ONE of the following:

Proficiency Exam or

California Basic Educational Skills Test (CBEST) or

Completion of two years college (48 semester units) or

Associate of Arts (AA) degree or higher

and

A valid California Child Development Associate Teacher Permit.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR Certification (CPR certificate must be issued within six months of employment and maintained as outlined by the issuing entity).

Valid California Class C driver’s license.

Employee Entrance Evaluation (strength test).

Ongoing Professional Development in order to renew permit (every 5 years).

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and Outdoor learning environment.

BOARD APPROVED: August 8, 2023