

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR, ELK GROVE ADULT AND COMMUNITY EDUCATION (EGACE)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a classroom teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and provide routine clerical support.

ESSENTIAL FUNCTIONS:

Organize and maintain accurate files of student work, progress and attendance according to instructor guidelines.

Utilize teacher's resources to assure proper completion of assignments and performance-based assessments.

Restock class materials and supplies, as necessary and directed.

Guide students in the utilization of instructional courseware including using a mouse to negotiate a document of application, opening files, starting programs and minimizing, maximizing and resizing windows.

Assist in developing, producing and updating instructional materials, worksheets and check sheets using a variety of computer applications.

Provide input on program strategies and student evaluations, if requested.

Provide program-based information to students in the absence of the instructor.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Experience with alphabetic, sequential, color-coded, and multi-level filing systems.

Basic computer hardware and operations.

Basic Windows environments.

Operation of instructional equipment, such as photocopier, document reader and computer.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Perform clerical duties related to classroom activities.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Operate a computer and applicable software including Microsoft Word, Microsoft Excel and instructional databases for record keeping.

Maintain consistent, punctual and regular attendance.

Effectively operate standard office and classroom equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

Effectively read and analyze a variety of materials and monitor student activities.

Effectively communicate in order to exchange and understand information.

Reach overhead, above the shoulders and horizontally.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school supplemented by some clerical and record-keeping experience.

LICENSES AND OTHER REQUIREMENTS:

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

A.A. degree or higher

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

Constant interruptions.

Board Approved: September 6, 2022