

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PARAEDUCATOR-SPECIAL EDUCATION, MILD/MODERATE**

#### **BASIC FUNCTION:**

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

#### **ESSENTIAL FUNCTIONS:**

Tutor individual or small groups of non-severely disabled students, reinforcing instruction as directed by the teacher; monitor and oversee non-severely disabled student drills, practices, remedial exercises and assignments in various subjects; read age-appropriate stories to students.

Provide individual assistance to students as directed; explain errors and answer questions; assist students with a variety of instructional games and activities; accompany students into mainstreamed classes.

Observe and control behavior of students in the classroom and during outdoor activities including emergency drills according to approved procedures; report progress regarding student performance and behavior as required; communicate with parents and administrators regarding student performance and behavior as directed.

Correct, score and record tests, papers and homework assignments; prepare homework packets as assigned; facilitate assessment testing as needed.

Provide input and assist teachers with determining student advancement through established learning programs; assist in the development of lesson plans as requested.

Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials, taking roll, and maintaining various records and files; organize materials to assist student learning.

Operate a variety of classroom and office equipment including a computer, copier, paper cutter and laminator.

Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.

Oversee groups of students during playground and classroom activities as assigned; assure safe outdoor play.

Attend and participate in parent conferences and a variety of meetings as assigned; schedule meetings as directed.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.

Child guidance principles and practices.

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

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

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

**ABILITY TO:**

Assist with instruction and related activities in a classroom or assigned learning environment for non-severely disabled students.

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

Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Learn, explain and apply applicable rules, regulations, policies and procedures.

Organize instructional materials.

Operate standard office and classroom equipment.

Maintain a clean, safe and orderly classroom learning environment.

Perform clerical duties related to classroom activities.

Perform work with many interruptions.

Maintain routine records.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate standard office and classroom equipment.

Sit or stand for extended periods of time.

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

See to read a variety of materials and monitor student activities.

Hear and speak to exchange information.

Reach overhead, above the shoulders and horizontally.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and one year experience in an instructional setting.

**LICENSES AND OTHER REQUIREMENTS:**

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

- EGUSD No Child Left Behind Paraeducator Certificate
- California Basic Educational Skills Test (CBEST)
- Completion of two years college (48 semester units) or A.A. degree (or higher)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and playground environment.  
Constant interruptions.