

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PARAEDUCATOR 3-K**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist 3-K Instructor in providing instructional activities for children in the classroom; assist in the preparation of instructional materials and provide routine clerical support.

#### **ESSENTIAL FUNCTIONS:**

Oversee the 3-K classroom students and their activities, games and play activities to improve 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 3-K Instructor in following prescribed learning activities according to lesson plans; work collaboratively with the 3-K Instructor to plan daily 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 of 3-K aged children with practical information regarding the 3-K Program.

Maintain classroom in a pleasing, safe, sanitary and orderly condition.

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

Work closely and cooperatively with 3-K Instructor and 3-K Paraeducator to insure 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 appropriate knowledge of child development.

Child behavior management techniques.

Requirements of maintaining a 3-K 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.  
Operation of standard office equipment.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Establish and maintain cooperative and effective working relationships with others.  
Read, interpret, apply and explain rules, regulations, policies and procedures applicable to child care.  
Understand and follow oral directions.  
Communicate effectively with others.  
Supervise planned activities.  
Operate standard classroom equipment.  
Perform clerical duties related to classroom activities.  
Monitor and evaluate student progress.  
Understand and relate to students with special needs.  
Provide assistance and support to individual students, when appropriate, with toilet training and/or diapering needs.  
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.  
Hear and speak to exchange information.  
See to monitor students.  
Move hands and fingers to operate standard classroom equipment.  
Use Proper Lifting Techniques

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by a minimum of six units of Early Childhood Education and some experience working with children in an organized setting.

Head Start teaching assistants nationwide in center-based programs must have

1. At least a child development associate credential; or
2. Enrolled in a program leading to an associate or baccalaureate degree; or
3. Enrolled in a child development associate credential program to be completed within 2 years.

**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)

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

Valid California Class C driver's license  
Floor-Lift 50 pounds and arm-lift 50 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom, playground environment.