

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: PARAPROFESSIONAL

JOB GOAL: To assist classroom teachers in the diagnosis and intervention of identified students requiring special instructional help in core-related academic subjects under direct supervision; to perform tasks with initiative and independent judgement; to perform clerical and para educator work both outside and in the classroom; to oversee and supervise students; and to do other related work as may be required.

QUALIFICATIONS

Knowledge of

1. General concepts of child growth and development and child behavioral characteristics.
2. Techniques used in teaching reading using explicit phonics reading programs.
3. Techniques used in teaching writing, math and other core academic subjects.
4. English usage, punctuation, spelling, grammar, and math.
5. Routine record keeping.
6. General purposes and goals of the academic programs.
7. Specific subject area content as required in job assignment.
8. Safety rules and regulations for this position.

Ability to

1. Apply general policies and procedures to specific situations.
2. Assume responsibility for supervision of students.
3. Be a productive and active team member and follow district policies and procedures.
4. Interact successfully with students, staff, parents, and community members.
5. Learn and utilize basic methods and procedures to be followed in instructional settings.
6. Maintain patience, confidentiality, and a positive attitude in stressful situations.
7. Operate standard office and instructional equipment.
8. Read and comprehend materials proficiently.
9. Understand and carry out oral and written instructions.

Training and Experience

1. High School Diploma or General Education Diploma (GED)
2. Five (5) years successful work experience demonstrating expertise in assisting in the teaching of core academic subjects.
3. A successful work history demonstrating reliability and good attendance.
4. Sixty (60) units of accredited college coursework or an Associate's Degree of job-related coursework successfully completed with a grade 'C' or better, or 'pass' in a pass/fail system.

REPORTS TO: Assigned Administrator

ESSENTIAL FUNCTIONS

1. Administers, scores, and records tests, daily assignments, homework and provides intervention under teacher supervision and/or independently.
2. Alerts the teacher to special needs of individual students.

ESSENTIAL FUNCTIONS (continued)

3. Assists a certificated teacher or teachers in classroom operation, including the teaching of core subjects related to the level of student achievement.
4. Assists in establishing and maintaining informational operational records and files; reports and tracks student progress.
5. Assists in the supervision of students to maintain an effective learning environment, noting behavioral problems observed and assisting in discipline within a framework of well-established policies and procedures.
6. Assists the teacher in devising lessons for reinforcing skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Guides independent study and remedial work set up and assigned by the teacher.
9. Helps students' master equipment or instructional materials as assigned by the teacher.
10. Participates in daily and long-range lesson and classroom activity planning.
11. Participates in district in-service training as required.
12. Assists the teacher by preparing instructional material and equipment for use in academic activities; types, copies, gathers appropriate resource information, materials, and equipment as assigned.
13. Assists the teacher by preparing bulletin boards and displays
14. Provides teaching staff and school administrators with relevant feedback and information on student progress through observation, daily contact and maintenance of accurate student progress records.
15. Reads to students, listens to students read, and participates in other forms of oral communication with students.
16. Reports suspected child abuse and communicable diseases to health office, site administrator, and/or appropriate agency.
17. Conducts learning exercises with individual students or small groups of students to reinforce learning or skills assigned by the teacher.
18. Monitors, inventories, and orders instructional supplies and equipment as needed.
19. Performs other related duties as required.
20. Maintains the same high level of ethical behavior and confidentiality of information about students as expected of teacher.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds frequently, and sixty (60) pounds occasionally.
9. Able to push and pull objects weighing up to sixty (60) Able to sustain strenuous manual labor for 15 - 30 minutes at one time.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.

PHYSICAL ABILITIES (continued)

- 12. Able to exhibit full range of motion for elbow flexion and extension.
- 13. Able to exhibit full range of motion for shoulder extension and flexion.
- 14. Able to exhibit full range of motion for back lateral flexion.
- 15. Able to exhibit full range of motion for hip flexion and extension.
- 16. Able to exhibit full range of motion for knee flexion.
- 17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

TERMS OF EMPLOYMENT: 10-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by:	Board of Education	Date:	12/15/03
Amended by:	Board of Education	Date:	12/15/05
Amended by:	Board of Education	Date:	6/23/16

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**