TITLE: PARAPROFESSIONAL – GENERAL EDUCATION

DEFINITION: The job of “Paraprofessional – General Education” is done for the purpose/s of assisting (under supervision) in the direct supervision and instruction of at-risk students in the general education classroom.

ESSENTIAL JOB FUNCTIONS:

• Assists classroom teacher with the development and presentation of educational and instructional materials for the purpose of supporting and reinforcing classroom objectives.

• Presents, adapts, and monitors instructional material to meet the individual student or small groups’ needs in conjunction with the classroom teacher’s plan for the purpose of monitoring students’ work.

• Observes activities of students and independently follows through with behavior management programs for the purpose of assisting the teacher in maintaining order.

• Implements, under the supervision of assigned classroom teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.

• Works with students, individually or in small groups, with lesson assignments under minimal supervision of teacher (e.g. reading, spelling, mathematics, and other subjects) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.

• Assumes a high level of responsibility and independent activity.

• Understands the nature of handicaps affecting special education students in the general education classroom and works with these students appropriately and empathetically to support individual growth and well-being.

• Communicates with the classroom teacher regarding student progress, behavior and the instructional program for the purpose of collaboration and support for student achievement.

• Assists classroom teacher in maintaining an orderly, neat, and attractive learning environment by performing such tasks as tidying, arranging displays or preparing bulletin boards for the purpose of supporting a positive instructional environment.
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- Administers first aid and medical assistance to students for the purpose of providing appropriate care for children with special needs, including those who are ill, medically fragile, and/or injured.

- Maintains consistent and regular attendance.

- Attends workshops/meetings as directed by the superintendent or site administrator for the purpose of acquiring and/or conveying information relative to job functions.

- Meets other job related duties as assigned.

JOB REQUIREMENTS - QUALIFICATIONS:
Experience Required: Prior experience successfully working with children and adults as a parent, volunteer, or in another capacity; experience in computer use (word processing, database, internet, etc.) desirable.

Skills, Knowledge and/or Abilities Required: Skills to perform basic clerical functions; basic arithmetic and algebraic calculations; operate standard office equipment; correct use of English grammar, punctuation, spelling, and proper handwriting; provide for special health care needs of students. Knowledge of techniques in teaching, directing, controlling, motivating, and disciplining students, such as positive reinforcing strategies. Abilities to take direction and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/apply rules, regulations, policies; rapidly learn methods and materials used in a variety of instructional situations; plan learning activities and instruct under minimal guidance of the teacher in charge; monitor students’ progress and make appropriate adjustments to planned activities; use English in both written and verbal form; work with students, staff and constituents tactfully, courteously, and with good judgement; demonstrate calmness and high stress tolerance. Sit for extended periods of time. Significant physical abilities include lifting a minimum of 50 pounds, carrying/pulling, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/accommodation/field of vision.

Education Required: High school diploma or equivalent; A.A. degree or 48 units of core subject upper level education or a passing score on a test designed to meet NCLB act requirements.

Licenses, Certifications, Bonding, and/or Testing Required: TB test clearance; Criminal Justice fingerprint clearance; if required to operate a vehicle during the course of employment, must possess a valid California Driver’s License and evidence of insurability; Highly Qualified Paraprofessional Proficiency; successful completion of the Paraprofessional test assessing knowledge of and the ability to assist in instruction reading, writing, and mathematics and reading, writing, and mathematics readiness. Must obtain CPR/first aid certification within six months of employment. If assigned to a class where physical restraints are used, the employee will receive training in the appropriate techniques.
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Other: Fluency in English and Spanish preferable.

FUNDING: Supplemental

SALARY: Range 18 ($15.00 – $20.78)

HOURS: 6 hrs. /day

WORK SITE: Sierra Ridge Middle School

WORK YEAR: 2021-2022

APPLICATION PROCEDURE: This position is Open Till Filled. To be considered, go to EDJOIN and apply. Provide the following information:
1) PPESD Application
2) Letter of Interest
3) Three Letters of Recommendation
4) Resume’

All information is to be returned to:
Pollock Pines Elementary School District
Attn: Carmen Hodson
2701 Amber Trail
Pollock Pines, Ca 95726
(530) 644-5416/ chodson@ppesd.org