



PARAEDUCATOR - TK

POSITION DESCRIPTION

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of students; monitor and report student progress.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of students, reinforcing instruction as directed by the teacher. **E**
- Prepare lessons as directed by the teacher; administer and score a variety of tests according to established guidelines. **E**
- Assist in completing the Desired Results process including Desired Results Developmental Profiles (DRDPs). **E**
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior. **E**
- Prepare materials for classroom use, such as cutting paper and preparing bulletin boards, charts and other visual aids. **E**
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate a variety of office equipment and machines. **E**
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. **E**
- Read stories to children individually or in small groups. **E**
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. **E**
- Direct group activities of students as assigned; assist in monitoring break periods, playground and other activities as assigned. **E**
- Confer with teachers concerning programs and materials to meet student needs. **E**
- Assure the health and safety of students by following health and safety practices and regulations; assist children with bathroom procedures as necessary; assure orderly, safe and clean work areas are maintained.
- Participate in meetings, in-service training programs and professional development activities as assigned; assist volunteers with activities as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Early childhood guidance principles and practices.

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Accurate record-keeping techniques.

ABILITY TO:

- Assist a certificated teacher with assigned instructional activities.
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn District organization, operations and policies objectives and goals.
- Work effectively and communicate with diverse groups of people.
- Monitor, observe and report students behavior according to approved policies and procedures.
- Learn new or updated skills or equipment to apply to current work.
- Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to graduation from high school and some experience in working with children in an organized setting.
- Early childhood education (ECE) units preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments, bending at the waist, kneeling, and standing and walking for extended periods of time.

NONDISCRIMINATION STATEMENT:

Santa Clara Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, gender identity, or gender expression), mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.

Board Approval Date: April 2022