

Maple Creek



Elementary School District

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Job Description: Para Educator

Classification: Classified

Position Summary

Under the supervision of the superintendent, and under the general direction of a classroom or program teacher, the para educator provides instructional assistance to students individually and/or in groups according to state standards, classroom objectives and individualized learning plan, including health and/or behavioral plans. Other duties include direct supervision of students, implementing evidence-based teaching strategies and maintaining/preparing classroom environments/materials.

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with the position. Employees may be required to perform any combination of these duties.

Distinguishing Characteristics

This entry level position works directly with students to advance their academic and individualized goals. The para educator provides direct and indirect instructional support to children within the classroom or community environments under the direction of the assigned teacher.

Supervision Received and Exercised

This position reports directly to the superintendent and takes direction from classroom teacher(s).

Examples of Duties and Responsibilities (Examples of Essential Job Functions)

- Assist individual students and small groups of students with reading, writing, arithmetic, communication skills and other related activities in the classroom.
- Assist in the disposition and care of instructional supplies and materials.
- Assist in creating a learning environment in which caring relationships are formed and where motivation toward learning is fostered.
- Interact with students in their activities.
- Assist in some of the clerical aspects of teaching.
- Assist in creating a learning environment that stimulates the desire to learn.
- Assist in maintaining an orderly classroom with constant attention given to safety and security.
- Assist an instructor to directly implement lesson plans and educational interventions.
- Observe, monitor and provide proactive behavioral direction to students.
- Be responsive to the unique needs of each student.
- Implement behavior strategies and support behavior plans under the direction of the administrator, instructor, behavior specialist or school psychologist.
- Supervise classroom, outdoor areas, community and field trip activities.
- Work collaboratively and professionally with diverse students, families and colleagues.

- Willingly engage in learning new instructional techniques and participate in employer lead professional development.
- Reflect and collaborate with team members regarding lessons and engage in problem solving to enhance the impact of educational lessons and environment.
- Perform other duties as assigned.

Qualifications (aka Employment Standards)

Knowledge of:

- Basic knowledge of principles and practices of age appropriate, grade level academic guidance applicable for an educational setting.
- Behavior management strategies and techniques relating to pupils experiencing difficulties.
- Basic knowledge and skills using personal computers, recording information and sending communication.
- Human-relation skills to work productively and cooperatively with teachers, students and parents in informal settings, and to demonstrate sensitivity to the needs of students.
- Needs of at-risk students and their families.
- Philosophy of the program and the willingness to help implement it.
- Classroom computer and other instructional equipment.
- Data record-keeping systems.
- Personal hygiene and mental health practices.
- Cultural differences.

Ability to:

- Sit, stand, and/or move about for extended periods in varied settings (indoor or outdoor).
- Receive instruction and training in relevant areas.
- Be sensitive to cultural, social, economic and racial characteristics and diversities.
- Actively engage in activities with students including play, bend, kneel, lift and sit at a child's level.
- Read and write printed materials, computer screens and observe student's movement (visual acuity).
- Ambulatory ability to move around a classroom and assist with recreation-oriented learning activities.
- Demonstrate competence in communicating effectively with children and parents, staff members and representatives of other agencies.
- Maintain a continuing relationship with the same students and staff over a prolonged period of time.
- Provide appropriate social, emotional and behavioral supports to meet student needs.
- Maintain emotional control under difficult situations.
- Request assistance when needed.
- Learn laws, rules, practices and procedures related to public education for children and related to the program to which assigned.
- Communicate effectively in person and using telephone, email and computer-based technologies.
- Function independently with assigned tasks.
- Perform routine clerical work; accurately and efficiently input data.

- Be able to work directly with all racial, ethnic, linguistic, disability and socioeconomic groups, while maintaining a kind and professional demeanor free of discrimination.
- Be flexible and adaptable to changing environments and schedules.
- Ability to change communication style to multiple cultural environments.
- Recognize hazards to safety.
- Provide positive social, emotional and behavioral supports to meet the needs of all students.
- Regulate and manage emotions during sometimes challenging situations and ask for help when needed.
- Collaborate and maintain a productive and safe learning environment.
- Organize and prioritize work & manage time effectively.
- Communicate in a professional manner, in formal and informal settings, with students, parents and fellow staff.
- Collect data under the guidance of the teacher or specialist.
- Maintain a continuing relationship with the students and staff over a prolonged period.
- Apply knowledge and practices with judgment.
- Read and comprehend fine print, such as texts, catalogs, etc.
- Communicate effectively via telephone, emails and in person.
- Prepare instructional materials, such as art and other activities.
- Move materials and equipment, including to hold, reach, push and pull light weight equipment & supplies up to 50 pounds.
- Keep information confidential.

Education and Experience

Minimum required

- High School Diploma or the equivalent (GED)
- AA degree or passed County Paraeducator exam

Preferred Experience

- Minimum of 1 year of experience working with students who have significant needs is desirable
- Ability to speak a second language (Spanish, Sign Language, Hmong highly desirable)

Working Conditions (Work Environment)

This position will be assigned to an educational setting. The employee will be expected to work closely with other County offices, District personnel, students, families, outside agencies and private partners. Assigned school site settings where multiple students and school staff are present. Employees may be required to walk, stand or conduct work in outdoor educational environments where there may be loud students or staff, varied temperatures, public interaction and/or upset staff or students.

Physical Demands

While performing the duties of the job, the employee is regularly required to sit, stand, walk, speak and hear. The employee will need to frequently perform repetitive hand/finger movements for activities such as, but not limited to, using a keyboard, administering medication and performing other related duties. The employee is occasionally required to climb stairs, bend, reach with hands/arms, lift, stoop, kneel and crouch.

Other Requirements

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by Maple Creek Elementary School District prior to employment.
- TB testing and/or risk assessment will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to drive with or without students; some positions may require a California driver's license, proof of insurance and possible participation in the DMV PULL Notice Program once employed.