

JOB DESCRIPTION
San Leandro Unified School District

Para Educator - Mild-Moderate

Purpose Statement

The job of Para Educator - Mild-Moderate is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for improving students success in basic academics (reading, language and/or math); relieving teachers of clerical tasks; assisting students by modeling the skills necessary to perform assignments.

This job reports to the Principal or designee.

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers tests, homework assignments, make-up work, etc. for the purpose of assisting in the achievement of any differential standards developed for each student to meet competency requirements.
- Assists in the preparation of IEP meetings (e.g. calling parents for appointments, contacting all persons required for the meeting, reserving room for the meeting, obtaining supporting documentation, etc.) for the purpose of providing support to instructional staff and complying with legal and/or administrative requirements.
- Assumes responsibility for the classroom under the supervision of authorized certificated personnel for the purpose of assisting in maintaining established discipline, classroom management routines and policies.
- Attends meetings and in-service presentations (e.g. first aid, CPR, CPI, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, parents and/other members of the instructional team (e.g. nurse, counselor, therapists, IEP meeting participants, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Evaluates students during the course of the school day for the purpose of supporting students in their work in both academic and non-academic areas.
- Implements instructional programs and lesson plans, under the supervision of assigned teacher, (e.g. reading, math, language, comprehension, writing, computer, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Maintains manual and electronic files and records (e.g. copying pertinent information from Cum folder, student work folders, new reports, assessment scores, grade book, attendance records, progress records, etc.) for the purpose of providing written reference and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. rest rooms, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Prepares a variety of materials (e.g. copying materials, classroom supplies and equipment, bulletin boards, display areas, etc.) for the purpose of assisting teachers in the implementation of curriculum.
- Provides instruction to students in a variety of individual and group activities, under the supervision of assigned teacher, (e.g. reading, spelling, self esteem, behavioral skills, daily living skills, etc.) for

the purpose of implementing goals for remediation of student deficiencies and ensuring student's success in academic and non-academic areas.

- Reports observations and incidents relating to specific students (e.g. accidents, student conflicts, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, student conflicts, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
-

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including computers and pertinent software applications; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; age appropriate activities; health and safety standards; stages of child development.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

NCLB Certification

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

TB Screen

FLSA Status

Non Exempt

Board Approval Date

November 10, 2015

Salary Range

30