

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Para Educator- Transitional Kindergarten**

**Purpose Statement**

The job of Para Educator TK is done for the purpose/s of providing support to the instructional program within assigned classroom/s with specific responsibility for providing additional instructional and/or tutorial help to individuals and/or small groups of students; and providing clerical support to teacher/s and staff.

This job reports to Principal

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**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 classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists Transitional Kindergarten students, individually or in small groups, with lesson activities (e.g., reading stories, listening to students read, providing writing support, reinforcing early literacy and math concepts, offering spelling practice, facilitating hands-on activities, guiding computer-based learning programs, etc.) to help practice and reinforce foundational skills, support learning development, and assist students in meeting academic goals and age-appropriate standards.
- Provide self-help training in removing and hanging up jackets, zipping and buttoning clothing
- Administers assistance as instructed, focusing on all aspects of toileting and personal hygiene (e.g. toileting assistance, cleaning of students, diapering) for the purpose of meeting immediate physical needs.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Implements, under the supervision of the assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment, work area, and manual and electronic files and records (e.g. assessment scores, etc.) for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.

- 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.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

### **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: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

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; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; 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 requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping,

kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience     Job related experience is desired.

Education     High school diploma or equivalent.

Required Testing

Pre-Employment Proficiency Test  
Pre-employment test is waived if  
applicant has an AA degree or higher  
and/or 48 college units

Clearances

Criminal Justice Fingerprint/Background  
Clearance  
TB Screen

FLSA Status

Non Exempt

Board Approval Date

6/10/2025

Salary Range

30