



Date Adopted: 1/5/10

Range: 9

Classified: CSEA

## Job Description

## INSTRUCTIONAL PARAEDUCATOR – EARLY CHILDHOOD EDUCATION (ECE)

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### **BASIC FUNCTION**

Under the direction of an assigned supervisor, assists certificated teacher(s) in the instruction of students placed in preschool programs; monitor and report student progress in areas of behavior and performance; perform clerical and instructional support duties.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Assist the teacher in providing instructional activities to individual students or groups to promote student learning.
- Assist the teacher with student files and records in accordance with District and State policies to help ensure required documentation and the privacy of students.
- Prepare, create or modify instructional materials.
- Learn and apply behavior modification techniques.
- Assist the teacher in setting up schedules, distributing and collecting materials, information and announcements.
- Assist in maintaining a clean and orderly learning environment.
- Monitors students' classroom and playground activities to provide a healthy, safe and positive learning environment.
- Assist the teacher in administering and proctoring tests according to established guidelines.
- Participate in meetings, conferences and in-service training programs to receive and share updated information and improve skills and knowledge.
- Accompany teachers and students on field trips.
- Assist students with daily activities such as feeding, toileting, grooming and dressing.
- Other related work as required.

### **QUALIFICATIONS**

#### ***Knowledge of:***

1. Early childhood and school age principles and practices.
2. Child development of preschool and school age children.
3. Correct oral, written use of the English language.
4. Basic subjects taught in the District schools, including math, reading, English, language arts and writing.
5. Interpersonal skills using tact, patience and courtesy.
6. Basic record-keeping techniques.
7. Techniques for measuring student progress.
8. Modern office equipment, computers and application software.

**Ability to:**

1. Establish and maintain cooperative and effective working relationships.
2. Assist students in a variety of subject areas and activities.
3. Learn instructional techniques, positive behavior procedures and techniques.
4. Analyze and resolve non-disciplinary problems.
5. Speak, read and write English.
6. Demonstrate a patient, understanding and receptive attitude toward students.
7. Perform routine clerical duties such as filing and duplicating instructional materials.
8. Operate computer, duplicating and standard office equipment.
9. Work with discretion and in confidence with student information.
10. Interpret and explain policies and procedures.
11. Plan and organize work, schedule time, and meet schedules and timelines.
12. Understand and carry out oral and written directions.
13. Understand and communicate both orally and in writing in a clear and concise manner.

**EXPERIENCE**

Prior job related experience; paid or volunteer, with pre-school or elementary age children is required.

**EDUCATION**

High School Diploma or equivalent and must meet NCLB requirements (48 college units from an accredited college or university; or successful completion of the District Instructional Paraeducator Proficiency Exam). Six (6) Early Childhood Education (ECE) or Child Development units are required.

**LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED**

CPR and First Aid certifications may be required.

**WORKING CONDITIONS*****Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor office, school site settings, outdoor recreation areas, and field trip locations.

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Observe, hear and speak to students.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool/ladder and reach above shoulders.

**Hazards:**

Contact with sick children, and dissatisfied or abusive individuals; possible contact with blood borne pathogens and/or bodily fluids.