

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Paraprofessional
DEPARTMENT: Educational Services
FLSA: Non-Exempt
REVISED:

REPORTS TO: Assigned Management Employee
CLASSIFICATION: Classified
SALARY GRADE: 8
BOARD APPROVED:

BASIC FUNCTION:

Under general supervision of assigned management employee, assists certificated staff in monitoring student activities, maintenance of a suitable learning environment and learning experiences, preparation of appropriate materials, and providing a safe and healthy environment. Assists in the planning and implementation of an educational program for children; and performs a variety of general clerical duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Essential Functions

Assist in planning and implementing learning experiences for students.

Assist students in academic subjects such as reading, writing and math; work effectively with students in classrooms and assist them in academic areas.

Promote the safety of the students by helping them develop self-confidence.

Monitor students during classroom and outdoor activities.

Correct homework assignments and in-class exercises as assigned.

Recognize and respond to health and safety situations.

Attend staff and in-service training.

Perform related duties as assigned by supervisor or classroom teacher.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High School Diploma or GED

Must possess 48 semester units from an accredited college or university; or 2) Associate's degree or higher; or 3) Passage of a Yuba County Office of Education approved comprehensive Local Assessment Test; or 4) Passage of another district approved NCLB Local Assessment Test.

Possess a valid California driver's license.

Paraprofessional – continued page 2

EXPERIENCE AND TRAINING:

Possession or ability to obtain a valid CPR certificate.

Possession or ability to obtain a valid Standard First Aid certificate.

KNOWLEDGE AND ABILITIES:

ABILITY TO:

Learn growth and development principles of children.

Patiently and effectively work with students of differing backgrounds.

Learn basic first aid and safety requirements.

Physically perform job tasks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow directions and function within program policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

School setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.