

# PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

## POSITION DESCRIPTION

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**TITLE:** Paraprofessional - Art  
**DEPARTMENT:** School Site  
**FLSA:** Non-Exempt  
**REVISED:**

**REPORTS TO:** Site Principal  
**CLASSIFICATION:** Classified  
**SALARY GRADE:** 011  
**BOARD APPROVED:**

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### **BASIC FUNCTION:**

Provide assistance to the art instructional program in an art studio or school classroom.

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

Work with individual pupils or groups of pupils in an art studio or school classroom, supervise pupils in the art studio and classroom.

Assist in providing classroom art lessons and art inservice training to certificated staff.

Work cooperatively with certificated staff to develop classroom art projects for integration into various classroom instructional programs.

Operate various art equipment such a pottery wheel, dry mount press, and kiln.

Design and create classroom art supplies and materials.

Assist with ordering classroom art supplies and materials.

Oversee and perform cleanup activities.

Operate audiovisual equipment.

Participate in staff development programs as directed.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

Applicable course work or other relevant experience.

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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.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

A variety of art techniques, mixed media and art instruction.  
Reading and writing English communication skills.

#### **ABILITY TO:**

Demonstrate skills in a variety of art techniques, mixed media, and art instruction.  
Integrate art into various classroom instructional programs.  
Operate basic art studio equipment.  
Demonstrate enthusiasm for and interest in the instructional program.  
Communicate with and understand the needs of pupils.  
Establish and maintain effective working relationships with others.  
Plan and organize work to meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor classroom and outdoor settings.

#### **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 tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.