

Magnolia School District

PARA-EDUCATOR/RSP/BILINGUAL

DEFINITION

Under supervision of site administrator or designee, assist classroom teacher in reinforcing instruction to individual or small groups of limited or non-English speaking students in a Resource Specialist Program or General Education classroom; assist teachers with the preparation and delivery of instructional program of prescribed learning objective and perform clerical tasks as needed; tutor students in assigned subject areas.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Tutors individual or small groups of students, reinforcing instruction as directed by teacher and IEP;
- Assists in coordinating RSP students' special educational services with regular school program;
- Monitors student activities i.e., drill practice and research after lesson and instruction has been given by the teacher;
- Observes and controls behavior of students according to approved procedures; communicates progress regarding student performance and behavior;
- Administers, monitors and scores a variety of tests and assignments; rephrases materials and explains instructions and words;
- Assists and coordinates IEP activities of children in regular classrooms;
- Performs a variety of routine clerical tasks, such as monitoring student attendance, taking lunch count, filling out forms, and correcting papers, recording grades, and maintaining student files as assigned;
- Supervises children on the playground or in the cafeteria;
- Accompany students on field trips as assigned;
- Provides support to teacher by setting up work areas and displays, operating audio visual equipment, and distributing and collecting paper, supplies and materials;
- Confer with teachers concerning programs and materials to meet student needs;
- Operates a variety of District and educational technology equipment;
- Assures the health and safety of students by following health and safety practices and procedures;
- Provides oral and written communication, acts as an interpreter for limited or non-English speaking persons; may provide tutoring or other assistance such as lesson preview/review in a language other than English;
- May be requested to temporarily work with one specific student if IEP designates special circumstances support is needed;
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Goals and objectives of the educational program;
- Basic subjects taught in District schools, including language and reading, grammar, spelling, and mathematics;
- Correct English usage, spelling, grammar, punctuation, and mathematics;
- Oral and written communication skills

- Student behavior management strategies and techniques;
- Safe practices in classroom and playground activities;
- Principles and procedures of record keeping including current educational technology;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Read, write, and speak (fluently) in English and a language other than English as identified by the District;
- Assist with instruction and related activities in a classroom or assigned learning environment;
- Reinforce instruction to individual or small groups of students as directed by the teacher;
- Monitor and assist students;
- Learn methods and procedures to be followed in an instructional program;
- Print and write legibly;
- Add, subtract, multiply and divide quickly and accurately; keep counts and records;
- Understand and carry out oral and written instructions;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Communicate effectively in oral and written form;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public;
- Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
- Read, write, and speak (fluently) in English;
- Supervise and discipline students according to approved policies and procedures;
- Work confidently with discretion;
- Operate office, instructional and audio-visual equipment and demonstrate activities;
- Bend, kneel or crouch to assist students;
- Reach overhead, above the shoulders and horizontally.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.
- Pass a rigorous District bilingual test.
- Must meet one of the following: (1) an Associates Arts degree or higher; (2) completed at least two years of study at an accredited institution of higher education with a minimum of 48 general education units; (3) pass an approved Highly Qualified assessment test that demonstrates knowledge of and the ability to assist in teaching, reading, writing and mathematics.

DESIRABLE QUALIFICATIONS

- Ability to type at the rate of 30 words per minute;
- Paid or volunteer experience that demonstrates an ability to work successfully with children;
- A certificate of completion of an approved instructional assistant course.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods and could require the person to run after a student.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 25

Revised: 4/19/10; 5/15/14; 02/2017

Approved: 03/2017

EQUAL OPPORTUNITY EMPLOYER
