

Magnolia School District

PARA-EDUCATOR/EARLY CHILDHOOD EDUCATION INCLUSIVE PRESCHOOL

DEFINITION

Under supervision of site administrator and the School Readiness Coordinator and direction of a credentialed certificated employee, assists classroom teacher by providing instruction to individuals or small groups of students in a classroom or other learning environment. Provides instructional support and performs other related duties as assigned.

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.

- Assists with instruction of students by use of small groups, learning centers, and individualized reinforcement of specific areas of learning;
- Assists in the implementation of behavior procedures and strategies;
- Monitors student activities (i.e., students working in groups, students working in centers, etc.);
- Observes, monitors, and addresses 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 explain instructions and words;
- Tutors individual or small groups of students, reinforcing instruction as directed by teacher;
- Supervises students on the playground, cafeteria, or bus loading areas and accompanies students to/from these areas; accompanies students on field trips as assigned;
- Provides support to the teacher by setting up work areas and displays, operating technology and office equipment, and distributing and collecting paper, supplies and materials; conferring with the teacher concerning programs and materials to meet student needs;
- Provides oral and written communications;
- Assures the health and safety of students by following health and safety practices and procedures;
- Assists lifting of students in and out of wheelchairs; assists in positioning pupils and in rendering various forms of personal care such as toileting, diapering, feeding, and assistive devices; assists in cleaning as requested;
- Assists in administering first aid and/or medication and suctioning, and does related work as required with appropriate training;
- Assists and coordinates Individualized Education Plan (IEP) activities of children in the classrooms;
- Assists with data collection related to students' individual goals;
- 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;
- Skills and strategies related to working with children with exceptional needs, various disability groups, and behavior;

- Subjects taught in District schools, including English language arts, language development, mathematics, and other subjects;
- Correct English usage, spelling, grammar, punctuation, and mathematics;
- Oral and written communication skills;
- Student behavior management strategies and techniques;
- Stages of Early Childhood Development and strategies to support students;
- Safe practices in classroom and playground activities;
- Operation of technology and office equipment;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment as directed by the teacher;
- Reinforce instruction to individual or small groups of students as directed by teacher;
- Monitor and assist students;
- Learn methods and procedures to be followed in an instructional and IEP 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;
- Keep data collections, counts, and records;
- Read, write, and speak (fluently) in English;
- Supervise and discipline students according to approved policies and procedures;
- Operate technology and office equipment and demonstrate activities;
- Work confidently with discretion;
- Become certified and maintain certification in First Aid and CPR;
- 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
- 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.
- Twelve units (12) of Early Childhood Education from an accredited college.

DESIRABLE QUALIFICATIONS

- Ability to type or word process 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 interruptions 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 REQUIREMENTS

The physical 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, walking and/or standing.
- 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: 26
Adopted: 6/21/2016
Revised: