

Pierce Joint Unified School District Job Description

JOB TITLE:	Para educator	
SALARY LEVEL:	4	DIVISION: Classified
DEPARTMENT:	School Site	LOCATION: School Site
REPORTS TO:	Site Administrator or Assigned Instructor	BOARD APPROVED:

SUMMARY: The para educator's primary responsibility is to assist classroom teachers in the conduct of lessons and other classroom activities. The para educator tutors individual students and works with small groups of students under teacher direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Presents educational lessons, materials or programs to students in a one-to-one or group setting.
- Assists individual children in need of special attention and demonstrates a genuine fondness of all children.
- Assists classroom teacher in monitoring pupils in the classroom and supervising students on field trips, recess and other activities.
- Assists the teacher in preparing materials for instruction by setting up and using computers, audiovisual equipment and materials, making tapes, and playing records.
- Prepares and/or displays instructional materials accurately, neatly, and in a visually pleasing manner.
- Makes quick, responsible decisions regarding student welfare and safety, including counseling students regarding conduct and self-discipline.
- Encourages students to develop and use critical thinking skills.
- Fosters independence of the student through learning and self-help activities.
- Assists classroom teacher in organizing and utilizing reference and resource materials; assists teacher in developing individual instructional materials.
- Brings personal and educational needs of students to the classroom teacher's attention.
- Operates machines, such as photocopier machines, ditto machines, laminator machine and a computer.
- Assists the classroom teacher in assessing student work.
- May be required to assist teacher in administering and scoring a variety of tests.

- Maintains confidentiality of student information.
- Perform related work, as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

- Perform a variety of clerical duties in support of assigned school office.
- Understand and follow oral and written directions.
- Communicate effectively with students, parents, staff and administration.
- Learn, interpret and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Type at 45 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Operate a computer and other office equipment as assigned.
- Work independently with little direction.
- Compose correspondence independently.
- Make arithmetic calculations quickly and accurately.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma (preferred) or general education degree (GED); three years of related experience and/or training; or equivalent combination of education and experience. Experience in a school setting is required.

CERTIFICATES, LICENSES, REGISTRATIONS: First aid/CPR certificates must be acquired during the employee's probationary period. Typing certificate - 45 W.P.M. Net. Computer skills.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of parents and/or employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications, Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to extreme cold and extreme heat. The employee works near moving mechanical parts.

The noise level in the work environment is usually moderate.

****EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB****