



Chualar Union Elementary School District

ASES PARAEDUCATOR

Classification: CLASSIFIED

Work Days: 181

Salary: Range 1

DEFINITION

Under the direction of the Superintendent/Principal and After School Program Coordinator, provide supervision of students placed in the after school/ASES program while in the areas of the school campus which include but are not limited to classrooms, playground, cafeteria, and other common areas. Monitor and report student progress regarding behavior and performance; Assist students on homework assistance and completion, perform clerical and instructional support duties; and other related duties as assigned. Must be able to work with special needs populations and provide tutoring and/or homework support to multiple grades, subjects and at varying locations.

SUPERVISOR

Principal/Superintendent

ASES Coordinator

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES

- Supervise students in the afterschool programs – in the playground, cafeteria, hallways and other on-site/campus where students gather
- Oversee and direct group activities of students as assigned in recreational, sports and play activities
- Maintain order among students on school grounds and assist in maintaining a clean and orderly learning environment
- Monitor, observe and control behavior of students, any may confer with after school/ASES Coordinator concerning programs and materials to meet the individual needs of assigned students
- Assist in the preparation of after school/ASES program materials as directed by the ASES Coordinator
- Supervise and create or modify materials to assist the afterschool program
- Learn and apply behavior modification and disciplinary techniques; receive training as necessary to meet specialized needs

- Some positions within this classification will require accompanying teachers and students on field trips, community-based training, travel and vocational training
- Assist in maintaining a clean and orderly learning environment
- Operate computers to assist students with learning exercises; demonstrate proper operation of keyboards
- Coordinate the collection and distribution of materials, information and announcements
- Assists staff and parents with facilitating and maintaining communication links
- Perform routine clerical duties in support of after school/ASES program activities
- May confer with ASES Coordinator and/or teachers concerning programs and materials to meet student needs
- Participate in meetings, conferences and in-service training programs as assigned
- Performs other job-related tasks as assigned

PHYSICAL AND MENTAL CHARACTERISTICS

The physical abilities 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.

- Vision sufficient to read handwritten and printed materials, display screens, and to see at a distance
- Hearing sufficient to conduct in person conversations with children and adults and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone and in addressing groups
- Physical agility to push/pull, squat, twist, turn, bend, stoop, kneel, crouch, to reach overhead, and run
- Possess dexterity of hands to operate equipment necessary to do job functions
- Physical mobility sufficient to move rapidly about the work environment on varied indoor and outdoor surfaces, includes indoor office/classroom setting, outdoor play, recreation areas, and field trip locations
- Physical strength sufficient to lift and/or move up to 40 pounds of materials or supplies; or may occasionally lift 80 or more pounds with assistance
- Physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time, to stand and walk for prolonged periods of time and the agility to climb stairs
- Physical, mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment

REQUIRED QUALIFICATIONS

Education and Experience

- Possession of a High school graduate or its equivalent
- AA Degree or completion of two (2) years of higher education/college credit (48 semester units) of college level course work or pass the District Paraeducator competency exam.
- At least 1-year experience working with students in a structured classroom or equivalent setting is desired.

Knowledge of

- Basic English, spelling, grammar, and punctuation
- Child guidance principles and practices
- Basic theories and practices of education: including arithmetic, grammar, spelling, language and reading
- Safe practices in classroom activities
- Interpersonal skills using tact, patience and courtesy
- Basic record-keeping techniques
- Techniques for measuring student progress
- Behavior of emotionally disturbed students
- Operating manual and automated office equipment, including a personal computer utilizing pertinent software applications
- Basic computer skills to maintain records and reports
- Understand and be sensitive to those culturally and linguistically diverse backgrounds

Skills and Abilities

- Establish and maintain cooperative relationships with those contacted within the course of work
- Communicate effectively in the English and Spanish languages, both orally and in writing/reading to translate a designated second language
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with children, staff and families
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Monitor, observe and report student behavior
- Understand and carry out oral and written directions
- Work with students who may manifest mild disabilities
- Assist certificated staff with instruction in assigned program settings
- Assist with the development of students' social skills based on individual needs
- Learn instructional techniques appropriate for assigned students

Licenses and Certifications, Clearances

Maintain valid First Aid and CPR /AED Certification

Criminal Justice Fingerprint Clearance

TB Clearance