
PARAPROFESSIONAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; confer with the teacher concerning lesson plans and materials to meet individual student needs; assist with the implementation of lesson plans.

Assist students in completing assignments, remedial or make up work in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; utilize flash cards, games, worksheets, drills and a variety of study aids and techniques to reinforce skills/learning or present new academic concepts.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during recess, lunch and other outdoor activities as directed; report progress regarding student performance and behavior; escort students to or from school offices or facilities as needed.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; record attendance and lunch counts as requested; answer telephone calls and provide general class and student information to parents and others as assigned.

Maintain records and student files related to attendance, tests, grades, behavior, progress and assigned activities.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; update bulletin boards and create classroom displays as directed.

Operate a variety of office and classroom equipment including a copier, laminator, computer and assigned software.

Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns.

Assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic subjects taught in District schools including arithmetic, grammar, spelling, history, language and reading.

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and appropriate student conduct.

Operation of office, instructional and audio-visual equipment.

ABILITY TO:

Assist a certificated teacher in providing instruction to individual or small groups of students.

Monitor and report student progress regarding behavior and performance.

Learn child guidance principles and practices.

Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Communicate effectively with students, teachers, parents, staff and the public.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate office, instructional and audio-visual equipment.
Bilingual preferred

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent;
Experience working with children in an organized setting is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Must possess an Auburn Union School District Instructional Assistant Proficiency Certificate
CPR/First Aid Certificate

WORKING CONDITIONS:

ENVIRONMENT:
Classroom environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information

Board Approved 10/12/2022

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any know disability.

THE AUBURN UNION SCHOOL DISRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
