

**Corning Union High School District**  
**Job Description**

**Job Title: Paraeducator I**

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**Salary Range: 13**

**Dept./ Family: Paraeducator**

**Immediate Supervisor: Associate Principal**

**Approved by: Board of Trustees**

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**DEFINITION:**

Under the general direction of certificated personnel to help plan instruction, and set up learning environments for instruction, supervision and training of students, some who have specific or special learning needs. Performs a wide variety of related tasks to assist and care for students while they are under supervision at school. Paraeducators assist the teacher in meeting the instructional and physical needs of the students and will help maintain the proper classroom atmosphere.

**ESSENTIAL FUNCTIONS:**

- Assist certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples of social, emotional and functional skills.
- Interact with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Participate in lesson and program implementation.
- Enter into a helping relationship with pupils under the supervisor's direction to foster learning in an atmosphere of acceptance.
- Support the goals and objectives of classroom activities by preparing material, obtaining required supplies or equipment; actively work with pupils during an activity, and assist with clean-up after an activity.
- Provide necessary supervision in such activities as field trips, passing time, lunch and departure of students.
- Reinforce training and/or instruction by tutoring students.
- Assist in the grading and correction of student classroom and homework activities and maintenance of required records and paperwork requirements.
- Follow accepted principles, practice, rules, and regulations in regard to instruction for special education students.
- Assist students to be on time and prepared for class activities.
- Reinforce Individual Education Plan (IEP).
- May support English Language Learning for students.
- Maintain confidentiality of student information.
- Perform other related duties as assigned.

**ENVIRONMENT:**

- Work is usually performed inside classrooms and other district buildings.
- Work may include participating with students in an outdoor setting in all kinds of weather

conditions (PE, lunch, farm, etc.).

- Work may continue with students outside walking between district buildings.
- Possibility of some physical harm dealing with students with identified behavioral issues, which may include, but not be limited to, threatening harm, biting, scratching, spitting, hitting or kicking.

### **PHYSICAL REQUIREMENTS:**

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting, but may involve running, walking, or standing for brief periods.
- Ability to sit, stand, walk, kneel, bend, crouch, stoop, squat, twist, run, climb, or jump for short or extended periods of times.

### **REPRESENTATIVE DUTIES:**

- Assist in using multiple media equipment.
- May assist with clerical duties, such as preparing instructional materials and photocopying.
- May attend staff meeting and conferences as required.
- Work directly with students.
- Monitor student behavior.
- Grade papers and record grades.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Concepts of student growth and development and developmental behavior characteristics, particularly pertaining to high school age students with special learning needs.
- Positive behavior management strategies and techniques relating to pupils.
- Proper use of English: punctuation, spelling and grammar, and vocabulary.
- Basic arithmetic concepts.
- Responses to verbal assault or backtalk.
- Routine information storage, retrieval, and management procedures.
- Work with students having special educational needs.
- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups and abilities.
- Appropriately manage student behavior and guide students toward more acceptable academic and/or social behaviors.
- Model appropriate behavioral interventions.
- Collect student data.
- Communicate effectively in oral and written form, as well as possess strong non-verbal skills.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with students and adults.

- Work with students who may behave aggressively or show intensive disruptive behaviors.

**QUALIFICATIONS:**

- High school diploma or equivalent.
- A.A. degree or higher, two years college, and/or passing grade on a state or local assessment.

**LICENSE OR CERTIFICATE REQUIREMENTS:**

- Possess a valid California Class C driver's license.