

FALLBROOK UNION HIGH SCHOOL DISTRICT
PARAPROFESSIONAL I
Position Description

BASIC FUNCTION:

Under direct supervision, to provide instructional services to students, to assist in preparing materials, to supervise pupils, and to do related work as required.

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

- Assist the teacher with instruction based on teacher's direction and explanation of students' academic needs.
- Assist the teacher with parent communications and correspondence.
- Assist the teacher in creating and maintaining proper classroom environment.
- Assist teachers in the supervision of students.
- Provide one-on-one or small group instruction with students
- Provide assistance in a computer laboratory.
- Administer, score and record test results for students.
- Establish and maintain effective working relationships with students, instructional, administrative, clerical, and operations personnel.
- Provide support in a library or media center.
- Conduct parental involvement activities.
- Perform a variety of classroom-related clerical services; answer phone, take messages, maintain state-mandated school records, file, provide computer data input, type letters as directed, handle attendance records, operate duplicating equipment, assemble lesson materials, procure supplies, prepare charts, lists, labels, displays, bulletin boards.

QUALIFICATIONS:

Knowledge of:

- Modern office practices and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Appropriate handling of confidential and sensitive materials and issues.
- Operation of a computer and assigned office equipment.

Ability to:

- Speak English clearly and read and write in English using proper grammar and spelling
- Understand instructions and questions.
- Provide information and assistance to others.
- Work with students on a one-to-one basis or in small groups.
- Establish and maintain effective working relationships with others.
- Operate a computer and assigned office equipment.

Experience and Education Required: Complete at least two years of study (48 semester units or equivalent quarter units) at an institution of higher education or obtained an associate's degree or higher.

Physical Requirements: Vision abilities include close vision in the assistance of students with their learning tasks, following written directions and computer work; hearing and speaking to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard and other office equipment; ability to communicate so others will be able to clearly understand a normal conversation in person or by telephone; ability to hear and understand speech at normal levels in person or by telephone; ability to reach in all directions; bending and standing for long periods of time; ability to move about the school site; ability to occasionally lift and/or move up to 15 pounds.

WORK ENVIRONMENT:

Classroom and field environment; travel between various classrooms and school sites.

Supervisor: Site Administrator/Designee
Salary: Range 10
Overtime Status: Non-Exempt

Created:
Board Approved: