

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: PARAEDUCATOR I****BASIC FUNCTION:**

Under the direction of an administrator, assist a certificated teacher in providing instruction and supervision to individuals or small groups students in a classroom or other learning environment; assist in the preparation of instructional materials and implementation of lesson plans; assist students in completing classroom assignments, homework and projects; perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL FUNCTION:

- Assist a certificated teacher in providing instruction and supervision to individuals or small groups of students and with the presentation of learning materials in a classroom environment.
- Reinforce instruction and learning activities for individual or small groups of students as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; collect and distribute assignments and instructional materials.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Assist students in completing classroom assignments, homework and projects; explain and clarify instructional concepts; support student understanding of classroom rules and procedures.
- Assist in administering various test/assessment components.
- May assist in supporting the site character development plan.
- Assist students in the operation of a variety of instructional technology.
- Communicate with teachers and school personnel to coordinate activities, discuss student progress or student needs.
- Assist with student supervision.
- Attend and participate in meetings and in-service trainings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Basic concepts of child growth and development, developmental behavior characteristics.

Basic subjects taught in all content areas.

Student behavior management strategies and techniques.

Basic instructional methods and techniques.

Applicable Education laws, codes, rules and regulations.

District organization, operations, regulations, policies and objectives related to position.

Communicate effectively both orally and in writing.

Operation of a variety of office equipment including a computer and software.

Assist with instruction and related activities in a classroom or learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Assist in the preparation of instructional materials and implementation of lesson plans.

Perform a variety of clerical duties including typing, filing and duplicating materials.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Monitor student behavior according to approved policies and procedures.
Observe health and safety regulations.
Explain and interpret assignment directions to students.
Meet schedules and timelines.
Maintain records and confidentiality of student information.
Perform accurate mathematical calculations.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed.

LICENSES AND OTHER REQUIREMENTS:

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos, successful passage of the District Proficiency exam in Reading, Writing, and Math or meet equivalent education as listed above.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch to assist students.
Hear and speak to exchange information.
See to read a variety of materials and monitor student activities.
Lift, carry, push and pull up to 30lbs.