



Classified Job Description

CSEA Revised: March 19, 2015
NJUHSD Board Revised: April 8, 2015

Position Title:	PARAEDUCATOR INTERVENTION
Contract Term:	9 months per year
Salary Range:	18

GENERAL DEFINITION:

Under the direction of the site administrator and/or applicable teacher assists in the classroom, working with students in the area of special need under the umbrella of No Child Left Behind (NCLB).

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Under the direction of the classroom teacher, provides instructional support to individual students in both one-on-one and group situations.
2. Provides clerical assistance to the classroom teachers.
3. Dispenses and corrects instructional and testing materials.
4. Orders, inventories and maintain classroom supplies.
5. Recordkeeping as directed by the classroom teacher.
6. Attends appropriate training and coordination meetings.
7. Maintains up to date and accurate enrollment records for Title I students in both the students system and tracking databases.
8. Collects and reports student data as required by law and to aid in program.
9. Assists classroom teacher and Title I coordinators with parent communication and activities.
10. May need to transport students.
11. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
12. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Must have the ability to pass the Paraeducator/Instructional Aide exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license, good driving record, and evidence of insurance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

General knowledge of first aid and CPR. Intermediate level competence using word processing and spreadsheet/database software programs (MS Word, Excel, etc.). Ability to motivate individual students to improve academic achievement. Ability to organize and present academic skill activities for students. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs. such as moving/rearranging furniture, equipment or supplies. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.