



## Fremont Union High School District

### Position: Para-Educator – Parent Education

<b>Department/Site:</b>	Adult & Community Education	<b>Range:</b>	105
<b>Reports to/ Evaluated by:</b>	Director of Adult & Community Education or designee	<b>Work Year:</b>	190
		<b>Months:</b>	10

#### Summary of Basic Functions & Responsibilities

Under the direction of the Director of Adult Community Education or designee assists in providing instruction to individual and small groups of students, both adults and preschool age children in a classroom, laboratory or other assigned learning environment. Performs organizational duties in support of classroom activities. Understands and works effectively with people of differing cultures.

#### Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Assist teachers in the presentation of learning materials; tutor individuals or small groups of students, reinforcing instruction as directed by the classroom teacher.
- Assist with lessons as directed by the teacher; explain words and meanings; rephrase materials and explain instruction to assist students in the educational process.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating computers and educational software packages and applications, and distribution and collecting materials and supplies.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Direct group activities of students, and accompany them on field trips as assigned.
- Monitors and oversees behavior of students according to approved procedures; reports progress regarding student performance and behavior. Accompanies students going from one location to another.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Assures the health and safety of students by following health and safety practices and regulations. May assist with loading and unloading of students onto busses.
- Participates in meeting and in-service training programs as assigned.
- Performs regular and recurring clerical functions.
- Performs other duties as assigned that support the overall objective of the position.

#### Qualifications

##### Knowledge and Skills:

- Requires knowledge of Early Childhood Development Principles.
- Requires knowledge of Child guidance principles and practices.
- Requires knowledge of classroom procedures and appropriate student conduct.
- Requires knowledge of and skill in using proper English grammar, vocabulary, syntax, spelling and punctuation.
- Requires the ability to assist with instruction and related activities in a classroom or assigned learning environment.

- Requires a basic knowledge of standard and common office clerical practices.
- Requires the ability to carry out all the responsibilities of the job including providing tutoring for students of diverse backgrounds, abilities, and skill levels.
- Requires the ability to listen actively and effectively, identify and solve problems, facilitate learning for students, and build student confidence in general learning ability.
- Requires the ability to work with both adults and preschool age children.
- Requires the ability to communicate effectively both orally and in writing, speak in a clear and concise manner, and follow oral and/or written instructions.
- Requires the ability to administer tests and perform general clerical tasks.
- Requires the ability to operate computer hardware and use common software applications that are dedicated to the subject matter.

Physical Abilities:

- Requires the ability to perform indoors in an office and/or classroom/laboratory environment engaged in work of primarily a sedentary to a moderately active nature.
- Requires near visual acuity to read and write printed materials and computer screens.
- Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment.
- Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials.
- Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers.
- Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light to medium weight (under 40 pounds).
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires the equivalent of a high school diploma and 45 hours of college transfer courses, plus one year of experience working with young children in an organized setting. Successful completion of a rigorous competency exam and certification may substitute for college transfer courses.

Licenses & Certificates:

- May require a valid driver's license.
- Compliance with No Child Left Behind provisions.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in an indoor setting with some, yet infrequent exposure to health and safety considerations.