



## LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Job Description

---

**Title:** Paraprofessional

**Reports to:** Site Administrator

**Department:** School Site/Classroom

**Classification:** Classified

**FLSA Status:** Non-Exempt

**Work Year:** 186 Days

**Board Approval:** November 14, 2023

**Salary Schedule:** Classified, Range 4

---

### **JOB SUMMARY:**

Under the supervision of the Site Administrator and the general supervision of the classroom teacher, assist a certificated teacher in reinforcing instruction and providing supplementary instructional support to individuals or small groups of students; monitor and report student progress regarding behavior and performance; and perform related duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Tutor individual or small groups of students as directed by the teacher; direct group activities of students as assigned.
- Provide supplementary instructional support to individuals or small groups of students in reading, math and other academic subject areas as directed by the teacher.
- Prepare lessons as directed by the classroom teacher; administer and score a variety of tests, including assessments of new students upon enrollment during the school year.
- Assist students in completing classroom assignments and projects in various academic subjects; assist students by answering questions; provide proper examples, emotional support, cooperative attitude and general guidance.
- Monitor and report behavior of students according to approved District procedures; instruct students regarding classroom rules and procedures.
- Report progress regarding student performance.
- Supervise students on the playground, cafeteria or on field trips; assist the teacher in maintaining classroom discipline.
- Perform routine clerical duties such as preparation of instructional and classroom materials; compile and enter data into an assigned software program; operate a variety of office and classroom equipment including a computer and assigned software.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment and distributing and collecting paper and supplies.
- Confer with teachers concerning programs and materials to meet student needs as directed.
- Follow health and safety practices and regulations; maintain classroom learning environment in a safe, orderly and clean manner.
- Attend meetings, training sessions and/or workshops as assigned.

### **OTHER JOB-RELATED DUTIES:**

- Perform related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

#### **Knowledge of:**

- Principles and techniques of providing instructional assistance to groups of individuals in

a variety of subject areas.

- Reading fundamentals including phonemic awareness and letter sound correspondence.
- Basic child guidance and child development principles and practices.
- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Proper English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist with assigned instructional activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform routine clerical duties in support of classroom activities.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Apply and explain policies and procedures related to school and program activities.
- Communicate effectively both orally and in writing.
- Operate a variety of office and classroom equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Build relationships with students related to their needs.
- Monitor, observe and report student behavior according to approved policies and procedures.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: High school diploma or equivalent GED.

Experience: One (1) year of general clerical experience or some work involving contact with children in an educational or learning environment, preferably including knowledge of a variety of academic subject areas taught in the classroom.

Licenses, Certificates and other Requirements:

- Consistent with Every Student Succeeds Act (ESSA) and other related legislation, candidates for this classification must meet the following standards supported by Title I funds including:
  - Completed at least two (2) years of study at an institution of higher education; or
  - Obtained an Associate's or higher degree (college-level); or
  - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment/exam, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

## **WORKING CONDITIONS:**

**Environment:** Indoor/classroom environment, fast-paced work environment with changing priorities, close contact with school age children.

**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.

- Standing, standing and walking for extended periods of time.
- Hearing at a normal range verbal conversation (approximately 60 decibels).
- Speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects weighing up to 40 pounds as assigned by position.
- Dexterity of hands and fingers to operate a computer and other classroom and office equipment in a safe and effective manner.
- Bending at the waist, kneeling or crouching.
- Vision to monitor students, read handwritten or typed documents and instructions, and see the display screen of various office equipment and machines.
- Stooping and bending.
- Kneeling or squatting for extended periods of time.
- Climbing stairs, steps, ramps and step ladders.
- Pushing and/or pulling a variety of tools and equipment weighing up to 50 or more pounds.
- Lifting and/or carrying up to 10 or more pounds frequently.
- Lifting and/or carrying up to 20 or more pounds occasionally.
- Lifting and/or carrying up to 30 or more pounds infrequently.
- Exhibiting full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
- Demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.*