

GRIZZLY CHALLENGE CHARTER SCHOOL

CLASSIFIED JOB DESCRIPTION

PARAEDUCATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor the incumbent in this position is responsible for the coordination of instructional activities at the Grizzly Challenge Charter School. The Paraeducator works directly with students in whole class, small group, and individual settings to oversee and monitor student progress in support of their academic goals.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Support student learning by reinforcing instruction to individuals or small groups in a whole-class or lab setting.

Assist students in the completion of classroom assignments, homework and projects in core subject areas. Collaborate with classroom teacher to plan and prepare targeted academic interventions, including remediation in reading, writing, and math, for individual students who are performing significantly below grade level.

Motivate students to participate in learning activities; create a positive student culture around online learning and small group learning; maintain high behavioral expectations for all students.

Monitor and assess student progress and assist students using computer-based instructional programs. Under the supervision of an Education Specialist, prepare materials, implement individualized educational programs (IEPs), take data, and maintain related special education documentation as assigned.

Collaborate with teacher and/or supervisor concerning student IEPs, lesson plans and materials.

Manage data generated by educational software programs.

Perform a variety of clerical duties in support of the program such as preparing, duplicating, and filing school materials.

Assist in student behavior management in and out of the classroom.

Meet regularly with assigned supervisor to review participating students and ongoing program evaluations.

Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns.

Administer academic assessments.

Attend and participate in various meetings as assigned.

Under supervision of credentialed teacher, assist in providing classroom instruction each cycle on goal setting, post-secondary education and employment options.

Compile information and prepare and maintain records, logs and reports related to programs, students, projects.

Ensure the health and safety of students by following health and safety practices and procedures. Assist teacher in establishing and maintaining a safe, orderly, sanitary learning environment.

Perform other duties as assigned within the scope and skill level of the job classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, and legal resources.

Policies and objectives of assigned programs and activities.

Basic instructional methods and techniques.

Fundamental concepts of adolescent growth and development and adolescent behavior characteristics.

Problems and concerns of students with special needs.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Operation of a computer and software.

Modern office practices, procedures and equipment.

Methods of collecting and organizing data.

Record-keeping and report preparation techniques.
Basic public relations techniques.

ABILITY TO:

Manage and prioritize multiple tasks.
Monitor, observe, and report student behavior and progress according to policies and procedures.
Demonstrate an understanding, patient, and receptive attitude toward students with special education or behavioral needs.
Remain calm and assertive while dealing with students with challenging behaviors.
Find and utilize codes and legal resources effectively.
Apply time management, conflict resolution and team building skills.
Work independently at complex tasks.
Establish and maintain effective working relationships with peers, supervisors, private industry, students, and the public.
Work effectively and professionally with staff, students/clients, and employers.
Communicate effectively both verbally and in writing.
Prepare and maintain accurate and complete records and reports.

EDUCATION AND EXPERIENCE:

Required:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above including some experience working with children in an organized setting *and* an AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and Every Student Succeeds Act.

Desired:

Experience working with diverse student populations, including at-risk or students with special needs.

LICENSES AND OTHER REQUIREMENTS:

Valid Standard first aid card and a cardiopulmonary resuscitation certificate to be obtained within first 6 months of employment. Maintenance of these certificates is a condition of continued employment.
A valid California Driver's License may be required as assigned.

WORKING CONDITIONS:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Close collaboration with partnering agency (National Guard).
Contact with at risk students.

PHYSICAL DEMANDS:

Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
Facility to see and read and distinguish colors, with or without vision aids, a computer screen, laws and codes, and other printed materials.
Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
Manual dexterity to operate a telephone, to enter data on a computer, and to meet the needs of students in a variety of activities.
Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.
Physical ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk and to reach overhead.
Facility to drive a car.

Ability to sit, stand, and walk on uneven terrain.

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