

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: PARAEDUCATOR – EXPANDED LEARNING OPPORTUNITIES
REPORTS TO: SCHOOL PRINCIPAL
SALARY: RANGE 21 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the school site principal, assist in the supervision, testing and instruction of students in general education intervention programs at an assigned school site.

DISTINGUISHING CHARACTERISTICS:

The Paraeducator Expanded Learning Opportunities provides specific additional instruction to students who have experienced learning loss due to school closure as a result of COVID-19.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide small group instruction to students in a variety of subject areas
- Conduct one-to-one intervention strategies with students who require intensive instruction in a subject area
- Assist students in completing homework assignments as needed
- Administer formative assessments to determine student proficiency in English Language Arts, Math and Social Emotional Screeners
- Administer summative assessments to determine student proficiency in English Language Arts, Math and Social Emotional Screeners
- Implement strategies such as small group instruction, classroom instructional support, and 1:1 support to mitigate learning loss
- Implement strategies such as small group instruction, classroom instructional support, and 1:1 instruction to accelerate learning for students performing below grade level
- Manage student behavior for the purpose of providing a safe and optimal learning environment during small group and one-to-one instruction
- Share observations of students with the classroom teacher
- Help build confidence in students through on-to-one and small group interactions
- Maintain student records for the purpose of documenting activities and meeting compliance requirements

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Basic subjects including arithmetic, grammar, spelling, language, and reading.

- ▶ Basic instructional methods and techniques.
- ▶ Classroom procedures and appropriate student conduct.
- ▶ Safe practices in classroom and playground activities.
- ▶ Basic record keeping, filing, and report preparation techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- ▶ Assist with instruction and related activities in a classroom or assigned learning environment.
- ▶ Reinforce instruction to individual or small groups of students as directed by the teacher.
- ▶ Monitor, observe, and report progress.
- ▶ Observe health and safety regulations.
- ▶ Maintain records and prepare routine reports, as needed.
- ▶ Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by 48 units of college-level coursework or passing a local District-approved assessment of knowledge and skills in assisting students with the instructional program.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Classroom environment.

PHYSICAL DEMANDS:

- ▶ Seeing to read a variety of materials and monitor student activities.
- ▶ Bending, crouching, kneeling and stooping to reach materials and assist students.

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.***