

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: PARAEDUCATOR – TRANSITIONAL KINDERGARTEN
REPORTS TO: SCHOOL PRINCIPAL
SALARY: RANGE 21 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

The Paraeducator for Transitional Kindergarten classrooms includes specific instruction and support for students who are ages 4-5.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- ▶ Assist classroom teacher(s) in performing specific duties as assigned or undertaking specialized tasks.
- ▶ Assist in providing individual and small-group instruction in order to adapt the curriculum to the needs of each student.
- ▶ Assist in establishing and maintaining standards of student behavior.
- ▶ Prepare instructional materials.
- ▶ Assist the classroom teacher in creating an environment that is conducive to learning and appropriate to the maturity, developmental needs, and interests of the students.
- ▶ Help plan daily and long-range lessons and classroom activities.
- ▶ Alert the teacher to special needs of individual students.
- ▶ Provide escort and assistance to children as necessary.
- ▶ Check students work for compliance with teacher's instructions.
- ▶ Help maintain individual records for each student.
- ▶ Collect and display suitable material for educational displays; prepare displays; decorate classroom.
- ▶ Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- ▶ Assist in implementing all policies and rules governing student life and conduct.
- ▶ Help maintain order in the classroom; monitors students to keep them on task.
- ▶ Perform a variety of office assistance tasks such as photocopying, filing, answering the telephone, etc. as required.
- ▶ Select and check out library materials for teacher's use.
- ▶ Perform related work as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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