

# Palm Springs Unified School District

## Paraprofessional - Senior

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### JOB DESCRIPTION

#### Palm Springs Unified School District

### PARAPROFESSIONAL SENIOR

#### PURPOSE STATEMENT

The Paraprofessional Senior assists assigned teaching personnel in the supervision and instruction of identified students as assigned. The Paraprofessional Senior may work independently with students in the absence of the classroom teacher. This position administers assessments and performs clerical tasks in support of the instructional process.

#### FUNCTIONS

- Instructs students in small groups or one-on-one in a variety of academic subjects using teacher approved lesson materials.
- Adapts, under the general direction of the teacher, classroom activities, assignments and/or materials.
- Confers with teachers on a regular basis, and assists in assessing student performance and progress, implementing intervention plans, learning strategies and goal setting.
- Implements school and class behavior plans.
- Responds to emergency situations (e.g. injured student, fights, etc.).
- Responds to inquiries from other personnel (e.g. administrators, teachers, psychologists, etc.).
- Monitors individual students' academics and behavior.
- Performs record keeping (daily data on instruction and/or behavior) and clerical functions (e.g. correcting papers, copying, compiling instructional materials, etc.).
- Maintains instructional materials and/or student files/records (e.g. adapting instructional materials, student files, checking papers, attendance, etc.).
- Reports observations and incidents relating to specific students (e.g. fights, inappropriate social behavior, etc.).
- Attends meetings as requested (e.g. inservice training, workshops, IEPs, etc.).
- Assists other personnel, as may be required.
- Performs related duties as assigned.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

Any combination of experience and training, which would indicate possession of the knowledge, skills and abilities listed above. An example of an acceptable combination is:

One (1) year of experience in assisting teachers in a classroom, such as Paraprofessional in the District, supplemented by college level units in education.

**SKILLS** to follow and carry out written and oral instructions provided by the teacher; tutor individual and/or small groups of students; learn teacher developed behavioral strategies; score teacher generated spelling, reading, and math exams accurately; perform routine clerical work and basic arithmetical calculations; file student information; perform basic algebra and geometry; use basic numerical concepts such as whole numbers, fractions percentages, and other techniques for solving practical problems; use tables, graphs, diagrams, and charts; operate standard office equipment; prepare and maintain accurate records.

**KNOWLEDGE** of concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities; classroom procedures and appropriate student conduct; safe practices in classroom and playground activities; health standards and hazards; and safety practices and procedures.

**ABILITY** to communicate with diverse groups; maintain confidentiality and use discretion; exhibit patience and compassion; work with frequent interruptions; learn, explain and apply applicable rules, regulations, policies, and procedures; maintain a clean, safe and orderly environment; understand and follow oral and written directions; handle emergencies in a calm and effective manner; adapt to changing work locations; set priorities; establish and maintain effective working relationships; work as part of a team; understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of vendors, district personnel and administrators; maintain consistent, punctual and regular attendance.

**WORKING ENVIRONMENT/PHYSICAL DEMANDS**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under some hazardous conditions.

Education High School diploma or equivalent.

**Required Testing**

Job-Related Proficiency Examination

**Certificates**

Valid Driver's License and Evidence of Insurability (desired)

48 college units, or an AA degree, or be able to demonstrate college level skills by passing the No Child Left Behind proficiency test

Continuing Education/Training

Clearances

None Specified

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Collective Bargaining Agreement between California Teamsters Public, Professional & Medical Employees Union, Local 911 General Employees Unit and Palm Springs Unified School District.

<u>FLSA Status</u>	<u>Bargaining Unit</u>	<u>Salary Range</u>	<u>BOE Approval Date</u>
Non Exempt	Teams 2	18	5-26-15