

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
*Position Description*

**POSITION:** Special Education Para Educator/Instructional Asst.

**TERMS OF EMPLOYMENT:** Range 4, 10 months/year

**REPORTS TO:** Site administrator

**MINIMUM QUALIFICATIONS:**

- Must possess an instructional assistant proficiency test certificate, or an AA degree or at least forty-eight (48) college units.
- High School diploma or equivalent.
- First Aid and CPR certification preferred.

**GENERAL SUMMARY**

Under general supervision of certificated teachers, works with students individually or in groups following a prescribed course of instruction and performs other duties directly related to this job description.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Tutors students, reinforces or follows-up on the teacher's lessons.
- Listens to students read, leads discussions, and assists students with review of academic concepts.
- Assists students with equipment used in their educational programs.
- Assists teacher in maintaining discipline.
- Assists teacher in maintaining a safe environment in the classroom. Reports any misconduct and/or any communication that a student is a danger to themselves or others.
- Assists teacher and student(s) during emergency situations.
- Assists in testing and in scoring tests, and in the evaluation of the instruction and the students' progress and problems.
- May follow teacher's lesson plans, assists teacher in preparation of plans or develop own plans based on teacher's direction and explanation of the students' needs.
- Assists in developing teaching aids by suggesting new aids and activities.
- May accompany students on field trips.
- Attends in-service training session when appropriate.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and mathematical concepts.
- Knowledge of basic methods of tutoring.
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to establish and maintain effective working relationships with students, parents, teachers and administrators.
- Ability to make standard mathematical calculations rapidly and accurately.
- Familiarity with keyboarding and the use of a computer.
- Some paid or volunteer experience working with young people.

#### **WORKING CONDITIONS**

- Light to moderate physical effort. Standing and/or walking for extended periods of time.
- Lift and move instructional materials and equipment.
- Moderate stress level.

#### **ENVIRONMENTAL CONDITIONS**

- Primarily indoor classroom and school environment
- Temperature- normal climate

#### **CONTACTS**

- Daily contact with students, teachers, school and district staff.
- Occasional contact with parents and community members

#### **EMPLOYMENT STANDARDS**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.