



JOB DESCRIPTION

TITLE:	PARA-EDUCATOR II - INSTRUCTIONAL
REPORTS TO:	SITE ADMINISTRATOR
TERMS OF EMPLOYMENT:	9-MONTHS (NOT FEWER THAN 175 DAYS)
SALARY RANGE: 1-F	EMPLOYER/EMPLOYEE PAID \$17.53 - \$26.16 EMPLOYER PAID PERS \$14.75 - \$22.03
BENEFITS:	Nevada State Public Employees Retirement System (PERS) – 20+ HRS. PER WEEK Employer paid Medical, Dental, Vision and Life Insurance – 25+ HRS. PER WEEK No State Tax
FLSA STATUS	NON-EXEMPT

SUMMARY OF POSITION

Under the guidance of site administration, assists a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans, curriculum and teaching methodologies; provide routine clerical support.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

- ★ Assist individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.
- ★ Assist students with reading program activities; assist and motivate students to improve their reading and writing measures; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; reinforce reading instruction including phonics, vocabulary and comprehension in learning centers, small groups or one-on-one with students; assist students with spelling, math and writing exercises and assignments.
- ★ Assist students in completing classroom assignments, homework, make up work, and projects; adapt activities and materials under the direction of the teacher as needed; assist students in the operation of a variety of instructional technology; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- ★ Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch, library, and recess activities as directed; accompany

students on field trips and to/from bus stops as assigned; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.

- ★ Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records, notes and files as assigned.
- ★ Provide classroom support to the teacher by setting up computers, audio-visual equipment, work areas/centers and displays, bulletin boards, and distributing and collecting paper, supplies and materials; assemble student booklets.
- ★ Assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment; assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- ★ Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.
- ★ Operate a variety of classroom and office equipment including a computer, copier and laminator as assigned. Report observations and incidents relating to students and respond to emergency situations and assist in resolving immediate safety concerns.
- ★ Assist students with test preparation skills; administer and proctor various tests including CELDT, ADEPT or others as assigned by the position.
- ★ As assigned, supervise students on the playground, in the cafeteria, lunch area, classroom, restrooms, and school hallways to observe student activities to ensure safe and appropriate behavior.
- ★ Effectively manage students under supervision including the enforcement of school rules and district policies.
- ★ Assists in guiding students in the development of desirable and acceptable social skills and habits.
- ★ Assists in ensuring general welfare and safety of students; reports accidents and hazardous conditions to the site administration.
- ★ Attend meetings and in-services as assigned.

NON-ESSENTIAL FUNCTIONS

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

WORK CONTACTS

Frequent contact with certificated personnel, students, and other District personnel. Limited contact with parents.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ★ Child guidance principles and practices.
- ★ Safe practices in classroom activities.
- ★ Basic subjects taught in local schools, including math, grammar, spelling, language and reading.
- ★ Basic instructional methods and techniques, concepts of grammar and punctuation.
- ★ Reading fluency and comprehension, age appropriate activities; classroom procedures and appropriate student conduct.

- ★ Health and safety standards.
- ★ Oral and written communication skills, using correct English grammar, spelling, punctuation, and math.

SKILL IN

- ★ Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- ★ Adhere to safety practices.
- ★ Operate standard office equipment including using pertinent software applications.
- ★ Maintain and protect sensitive confidential information encountered in the course of work.
- ★ Display knowledge of principles and practices of general child behavior intervention techniques.
- ★ Display knowledge of federal and state laws, and school district regulations, procedures, and practices related to general and special education.

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.
- ★ Perform a variety of clerical duties in support of classroom activities.
- ★ Learn guidelines and materials related to the classroom reading and other programs as assigned by the position.
- ★ Assist in the preparation of instructional materials and implementation of lesson plans.
- ★ Read books to students and assist with reading, math and writing activities as assigned.
- ★ Understand and follow oral and written directions.
- ★ Establish and maintain cooperative and effective working relationships with others.
- ★ Communicate effectively both orally and in writing.
- ★ Monitor, observe and report student behavior and progress according to approved policies and procedures.
- ★ Maintain confidentiality.
- ★ Operate standard office and classroom equipment.
- ★ Observe health and safety regulations.
- ★ Maintain records and files.
- ★ Demonstrate flexibility in working with others in a variety of circumstances.
- ★ Problem solve to identify issues and create action plans.
- ★ Exercise independence, judgment, and problem-solving skills.
- ★ Meet deadlines.
- ★ Appropriately handle stress and interact with others; and maintain regular attendance and punctuality.

SUPERVISION RECEIVED

Work is performed in accordance with established procedures under the guidance of the classroom teacher and general supervision of the site administrator. The site administrator shall at least annually evaluate the Instructional Para-Educator.

CONDITIONS OF WORK

Work is performed under the following conditions:

- ★ Exposure to climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- ★ Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

SAFETY SENSITIVE:

YES ☐ NO ☒

ACCEPTABLE EXPERIENCE AND TRAINING

1. High school graduation or equivalent; and
2. Be “Highly Qualified” by meeting one of the following criteria; and
 - Associates Degree
 - 48 College/University Credits
 - A Passing Score on the Para-Professional Assessment.

Some experience providing academic assistance to students is preferred.

LICENSES/CERTIFICATES

Possession of or ability to obtain a valid Nevada Driver’s License. Experience working with children is highly desirable.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- ★ Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, and balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicates effectively, and exchange information accurately with all internal and external members of the school community.
- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____

Date: _____