

**INSTRUCTIONAL PARAEDUCATOR  
INSTRUCTIONAL PARAEDUCATOR – BILINGUAL  
INSTRUCTIONAL PARAEDUCATOR - SIP**

**DEFINITION**

Under supervision of a certificated staff member, assists certificated staff with the supervision and training of students in a classroom setting in programs such as SIP, Title I, Pre-School, Native American, Adult and Bilingual; provides one-on-one tutoring and assists with remediation in basic skills; duplicates materials and provides other office support to teachers; and performs related work as assigned.

**CLASS CHARACTERISTICS**

This is the entry-level into the class series that provides routine and special support to instructional staff in the classroom and on the playground. Initially under close supervision, incumbents perform routine support duties while learning classroom and student policies and procedures. As experience is gained, there is greater independence of action within established guidelines. The work is performed within a framework of established procedures and guidelines. Experience in this classification, coupled with post-secondary school course work may prepare incumbents for promotion to higher-level, paraeducator job classes.

**EXAMPLES OF DUTIES**

Reinforces instruction on an individual or small group basis by assisting or tutoring students.  
Interacts with students in their activities, encouraging performance, assisting with cleanup, observing progress and sharing observations with teacher.  
Provides behavior examples in social, emotional and functional skills and develops and participates in activities that promote positive self-image and cross-cultural understanding.  
Provides supervision and aid to students in the classroom and in such activities as field trips, rest time, registration, attendance, playground, meal service and student arrivals and departures.  
Assists students with usage of computers and a variety of software and in the library with selection and checking out of books.  
Supports the goals and objectives of classroom activities by preparing and duplicating materials and obtaining, storing and setting up supplies and equipment.  
Operates photocopy and audio-visual equipment, arranges classroom bulletin boards and materials; types or word-processes basic correspondence, lesson plans and materials.  
Corrects papers; assists with the preparation, administration, correction and recording of results of various tests.  
Assists with the preparation of needs assessment charts to monitor student progress on.  
Assists and orients parent volunteers in their activities with the students.  
May translate documents for students and parents and serve as interpreter among parents, students and school personnel; may provide instructional support in English as a second language and primary language support in subject matter areas.

**QUALIFICATIONS**

**Knowledge of:**

Standard English usage, spelling, grammar and punctuation.  
Arithmetic at an elementary school level.  
Techniques for interacting with elementary school children and adults in a classroom setting.  
Record keeping practices.  
The use of standard office equipment, including a photocopier.  
Basic classroom computer applications.

**Skill In:**

Working efficiently, pleasantly, patiently and unemotionally and displaying mature self-control, with elementary school children and adult learners.  
Performing basic office support or reference work that may include typing, word processing, data entry and the operation of standard office equipment.

Performing and participating in special areas of instruction, including the use of computers and the library.  
Maintaining accurate records and files.  
Preparing accurate and timely reports.  
Maintaining facilities and equipment in a clean, safe and secure manner.  
Displaying sensitivity to student cultural backgrounds and individual needs.  
Maintaining strict confidentiality.  
Understanding and following oral and written directions.  
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

**Education:**

Equivalent to graduation from high school.

**Experience:**

No formal work experience is required.

**Alternate Bilingual Requirement:**

Ability to frequently interpret and translate a language other than the English language among students, parents and school-based staff members.

**Physical Demands:**

Must possess mobility to work in a standard office and classroom setting, use standard office equipment, including a computer and interact with elementary school children in a structured setting; stamina and strength to participate in student physical activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

N: 09/72

R: 03/80

R: 11/85

R: 07/97

R 02/03