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# KING CITY UNION SCHOOL DISTRICT

## PARA-EDUCATOR PRESCHOOL

**CLASSIFICATION:** Classified

**SALARY LEVEL: RANGE:** See CSEA Bargaining Unit Position Range List

**WORK YEAR:** 190 Days

### **DEFINITION:**

Under the supervision of the program Administrator and the direction of the classroom teacher assists in the care, supervision, and learning activities of preschool age children in the classroom and on the playground. The Paraeducator works with students individually, and in small groups to assist in providing services. In addition, provides necessary translation and clerical services in support of the instructional effort.

### **SUPERVISOR:**

Program Administrator

### **POSITIONS SUPERVISED:**

None

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations might be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Assist teachers in the conduct of lessons and other classroom activities in the preschool setting. • Assists students with classroom activities.
- Helps set up the classroom for instruction and assists with cleaning up the classroom. • Works with individual students and small groups as directed by the teacher.
- Assists in arranging bulletin boards and other displays towards the improvement of the classroom environment.
- Types and reproduces teacher prepared classroom materials.
- May provide translation during phone conferences and personal conferences with limited English speaking parents.
- Operates various classroom equipment.
- Assist with data collection of student progress.
- Maintain cleanliness and order of the children and their environment.
- Read stories or supervise children being read to.
- May supervise indoor and outdoor activities with children.
- Assist in providing for safety of children and in helping the development of self-control. • Answer inquiries from teachers, parents, school administrators, or other authorities: and gives appropriate information as required.

**JOB DESCRIPTION:** Para-educator Preschool

**OTHER DUTIES:**

Performs other job-related duties as required.

**PHYSICAL AND MENTAL CHARACTERISTICS:**

- **Physical Ability:** The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to manipulate small objects, handle or feel. The employee frequently is required to sit, stand, walk, and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job may include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- **Reasoning Ability:** Ability to independently problem solve and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- **Language Ability:** Ability to communicate effectively in the English language both orally and in writing. The ability to read and comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals, also documents such as simple instructions, short correspondence, and memos. Skills in a language other than English may be preferred for specific special needs students.
- **Mathematical Ability:** Ability to add, subtract, multiply, divide and complete basic math skills.

**REQUIRED QUALIFICATIONS:****Education and/ or Experience**

- Possesses a High School diploma or a GED certificate.
- Pass a District Paraeducator competency exam.

**Knowledge of:**

- Classroom equipment and supplies.
- Office equipment and supplies.
- Basic theories and practices of education.

**Skills and Abilities:**

- Understand and carry out oral and written directions.
- Establish and maintain an effective relationship with the staff and students. •
- Meet the public tactfully and courteously.
- Operate office equipment, which may include computers and related software. •
- Carry out assigned responsibilities delegated by classroom teacher.
- Work independently on own initiative.
- Apply approved methods to help students learn.
- Apply student management techniques.
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**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California driver's license preferred.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently works in inside environment conditions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

