

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
PARAEDUCATOR – EARLY CHILDHOOD DEVELOPMENT

JOB DESCRIPTION

CLASSIFICATION: CLASSIFIED
LOCATION: CHILD & FAMILY SERVICES
HOURS: 180 DAYS / 3.5 to 8 HOURS

GROUP: 1000
SERIES: 1100
CLASS: 1102
STEP: 20 – 31
(Special Considerations)

SUPERVISION RECEIVED: Director of Child and Family Services or Designee

SUPERVISION EXERCISED: N/A

A. General Description of Position Goals

Under the direction of an assigned supervisor, assist in providing care, supervision and learning activities to children in a classroom or other learning environment; assist with assignments, meals, play, hygiene, cleaning and various other activities to meet the needs and interests of the children; perform a variety of clerical support duties; and performs other related duties as required.

B. Essential Job Functions

1. Provide children with proper examples, emotional support, friendly attitude and general guidance; assist the teacher with the development and implementation of classroom activities.
2. Assist individual and small groups of children with projects and assignments; assist children with letter and word pronunciation and recognition; assist with planning and implementing a variety of activities to meet the needs and interests of the children; assist children with homework and classroom assignments; read age- appropriate stories to students.
3. Assist students in the use of computers including instructional software, keyboarding, and work processing.
4. Observe and manage behavior of students in the classroom and during outdoor activities according to approved procedures; assist in the assessment of student skills and progress; report progress to the teacher regarding child performance and behavior.
5. Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; log students in and out of classroom as directed; maintain student files as assigned.
6. Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials; perform light housekeeping duties including washing dishes, clearing lunch tables and sweeping floors as assigned.
7. Assist with snack and meal time as assigned; prepare snacks; set up and clean eating areas; assist with washing children's hands and faces after play times and meals as needed; assist children with toileting as needed.
8. Oversee and interact with children during games, play, outings, recreational and other group activities; oversee and assist with naptime functions as assigned.
9. Operate a variety of classroom and office equipment such as copiers, paper cutters, laminators, computers and assigned software.
10. Oversee groups of students in lunchroom, recess and other playground activities as assigned; escort children to and from classrooms; assure safe outdoor play.
11. Attend assigned meetings, conferences and in-services.
12. Provide support services to preschool students in a variety of settings.
13. Perform outreach, recruiting, and home visits as assigned.
14. Performs related duties as assigned.



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C. Job Requirements/Qualifications

1. Experience: One (1) year demonstrated experience working with youth in an organized setting.
2. Education: High School graduation or the equivalent;
3. Licenses, Certifications and/or Testing:
 - Valid California Driver License and Minimum Auto Insurance as required by Law
 - Fingerprint/Criminal Justice Clearance
 - Pass a Pre-Employment Physical Examination
 - Pass District Test
 - Tuberculosis Clearance
 - Use of own automobile
 - Six (6) college semester units for State Preschool/Daycare placement and twelve (12) college semester units in Early Childhood Education, qualifying for the Child Development Associate Teacher Center Permit, for placement in Headstart programs.

4. Skills, Knowledge and/or Abilities Required:

Child guidance principles and practices; classroom procedures and appropriate child conduct; safe practices in classroom and playground activities; basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; classroom procedures and appropriate student conduct; operation of standard office and classroom equipment; oral and written communication skills; interpersonal skills using tact, patience and courtesy; basic record-keeping techniques.

Assist with anecdotal record keeping and the Desired Results Developmental Profiles; assist in providing care, supervision and instruction to preschool children in a classroom or other learning environment; assist with planning and implementing a variety of activities to meet the needs and interests of the children; assist in the preparation of instructional materials and provide routine clerical support; assist with eating and housekeeping activities as directed; 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; operate standard office and classroom equipment; observe health and safety regulations; perform clerical duties related to classroom activities; maintain records and files.

D. Working Conditions:

Physical Abilities

Ability to safely lift, carry, push and/or pull weights up to 50 pounds with lifting devices, lifting belts or other accommodations, with frequent lifting and carrying of weights up to 25 pounds. Dexterity of hands and fingers to operate standard office and classroom equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

Work Environment:

Classroom and playground environment.

