

LIBERTY UNION HIGH SCHOOL DISTRICT
PARAPROFESSIONAL/STUDY HALL

DEFINITION

Under supervision, to perform paraprofessional instructional activities as directed by a certificated employee; to provide intensified learning experiences for students in assigned areas; to provide supportive tasks for teachers and students; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this classification are distinguished by the majority of time being devoted to classroom or instructional assistance, student interaction, which relieve teachers from necessary routine and non-instructional duties, comprise the balance of the assignment. Duties are performed in a setting which exceeds routine assistant services to students and may entail services for approximately eighty students.

EXAMPLES OF DUTIES

Assists instructional personnel with the presentation of learning materials and exercises; may tutor students; monitors and assists students in activities such as study and research after lessons and instructions have been given by the teacher; oversees and supervises students, explains words and meanings, re-phrase materials and provides similar learning examples; assists in daily attendance; monitors centers and assists students referred for specific purposes; assists with classroom management; distributes and accounts for materials such as textbooks, supplies and equipment; distributes and collects learning package materials; and may use second language/cultural experience to assist bilingual/bicultural students in school activities.

QUALIFICATIONS

Knowledge of:

Student behavior and characteristics;
Monitoring and motivating students;
Maintain confidentiality on and off campus especially around students;
Correct English usage, punctuation, spelling and grammar, and any specific subject area for which paraprofessional application is made;
Basic mathematic and study skills;
Simple recordkeeping;
General purposes and goals of public education.

Ability to:

Assume responsibility for supervising students;
Speak clearly and distinctly;
Demonstrate patience, warmth and liking for students;
Learn and utilize standard teaching aids, computers and office machines;
Learn and utilize simple methods and procedures to be followed in instructional settings;
Perform arithmetical calculations;
Understand and carry out oral and written instructions;
Maintain cooperative and effective work relations with students and adults.

Experience:

Some experience in dealing with school-age students is preferred, plus any specific experience required by special project funding.

Education:

Equivalent to the completion of the twelfth grade, preferably supplemented by course work in child care, psychology/guidance, instructional technology, and any specific subject area for which paraprofessional application is made;
Title I compliant as required by the Every Student Succeeds Act (ESSA) and/or the Liberty Union High School District.

License Requirement:

Possession of a valid California Driver's License.