



Fort Sage Unified School District

100 D.S. Hall Street

P.O. Box 35

Herlong, CA 96113

(530) 827-2129 Fax (530) 827-3239

Dr. Christopher Bonn, Superintendent

Gwen Pacheco, Business Manager

JOB ANNOUNCEMENT

PARAEDUCATOR

RESPONSIBLE TO: Superintendent

ESSENTIAL FUNCTION: Assist in the daily instruction of school-aged children

QUALIFICATIONS:

1. Must possess ability to relate with children, high school-aged students, and adults.
2. Must demonstrate aptitude for work to be performed.
3. Must possess skill and ability to work with at-risk and/or special needs students.
4. Highly Qualified Status: High School Diploma and passage of the CODESP Test, 48 semester units of college credit, or A.A. Degree.

WORK DAY: 5 hours 55 minutes per day, 180 days per year

PAY: As per District salary schedule

PERFORMANCE RESPONSIBILITIES:

1. Assist in the administration and scoring of appropriate assessment tools under the direct supervision of a Credentialed Teacher.
2. Instruct individually or in small groups as directed by the Credentialed Teacher.
3. Devise special strategies for instructional use to elicit and reinforce skills of pupils based on an understanding of individual pupils and their needs.
4. Monitor pupil progress and maintain records of pupil work such as notebooks, papers and test data.
5. Provide substitute teachers information regarding the instructional program for individual pupils.
6. Provide support to ensure students follow the discipline policies of the classroom, school, and district.
7. Inform the Credentialed Teacher of any suspected educational difficulty or lack of progress of individual pupils.
8. Maintain a high level of professionalism especially regarding confidentiality of pupils and their records.
9. Participate in staff development programs as appropriate or as assigned by the Superintendent.
10. Respond professionally to administrative direction and the needs of the educational program.
11. Performs all other related duties as assigned.

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS OF THE JOB:

There is some degree of physical ability and exertion required of all Paraeducators positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, Paraeducators could be expected to:

1. Stand, sit, and/or move about for sustained periods.
2. Lifting, carrying, pushing and/or pulling 51 lbs. maximum with frequent lifting amounts for non-humans. Weights over 51 lbs. should be with two people or machine assisted. For student lifting, any amount over 35 lbs. should be a 2-person lift or a lift with assistive device.
3. Move about in non-traditional instructional environments; i.e., areas of the community.
4. Exposure to outdoor weather conditions.
5. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.

6. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired. (Following: Crisis Preventative Intervention (CPI) or other training provided by the District)
7. Conduct instructional programs within pre-designated break periods and time schedules.
8. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the employee to control at the time.
9. Conduct extra-ordinary duties for special needs students such as changing diapers, assisting in the eating of meals and snacks.
10. Perform student lunch supervision.