

Maxwell Unified School District
515 Oak Street
Maxwell, Ca. 95955
530-438-2291
FAX 530-438-2693

JOB DESCRIPTION – AFTER SCHOOL PARAEDUCATOR

DEFINITION:

This is a classified position working under the supervision of the After School Director. Articulation of after school tutorial and enrichment of students in activities: free play, art drama, music, reading, homework, etc.

DUTIES:

- Direct supervision of students.
- Performance of activities to enrich child development and education, through the use of various materials.
- Assistance in the maintenance of records for participating students.
- Assistance for care and maintenance of equipment and supplies.
- Serve students snack and assist in supervision the student helpers.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Must be a high school graduate.
- Must have an understanding of student learning strategies.
- Must be NCLB paraeducator compliant
- Must have the ability to work independently and with initiative in ensuring the completion of assigned duties.
- Must be able to establish positive relationships with the community, students, other school personnel and administrators.

WORK ENVIRONMENT:

This position may require both indoor and outdoor assignments. This position may require that the employee be exposed to inclement weather such as wind, heat, cold, rain or snow.

PHYSICAL DEMANDS:

This employee may be required to sit for extended lengths of time, stand for extended periods of time, lift boxes weighing up to 25 pounds.

Board Approved: 12/07