

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

JOB DESCRIPTION – PARAEDUCATOR II

DEFINITION:

This is a classified position working under the supervision of the site principal in the assigned classrooms or areas assigned by the site principal.

DUTIES:

- Works in the classroom to assist the teacher with student instruction.
- Assists the teacher with student attendance.
- May be asked to assist the teacher with grading papers or student record keeping.
- May be required to type documents or make phone calls for the teacher.
- Responsible to attend training as needed for instruction.
- May be required to perform student supervision in the cafeteria, locker room, and playground, before or after school.
- May be required to assist with cafeteria cleanup while supervising student lunches.
- Perform other duties as assigned by district or site administrators.

HIGH SCHOOL MEDIA CENTER/LIBRARY AID:

- Assists in the promoting student and staff use of the Media Center by keeping it neat and attractive and by maintaining an appropriate work/study environment.
- Provides assistance to students and teachers in the use of computer technology as needed.
- Greets and assists visitors to the Media Center.
- Orders, receives, catalogs, issues and maintains inventories of all Media Center supplies and equipment, including books, periodicals, computer diskettes, CD's, etc.
- Ensure the proper maintenance of all medial materials and equipment.

REQUIRED QUALIFICATIONS:

- Must be a high school graduate.
- Must have an understanding of student learning strategies.
- Must have an ability to perform routine clerical work.
- Must passed instructional aides' performance test.
- 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 50 pounds.

11/00

(changed title from Instructional Assistant to Paraprofessional II on 12/3/14)