

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED/ NOVEMBER 2010
RANGE: 35.5
CLASSIFIED
CODE: 4

PARAPROFESSIONAL/ASSESSMENT

DEFINITION

The Paraprofessional/Assessment position will provide support to the teacher and the educational process by conducting pre- and post-tests to alternative education students and collecting and reporting data findings to an immediate supervisor. Under supervision, the Paraprofessional/Assessment is responsible for tutoring or other instruction, assisting in classroom management or computer technology, and conducting parental involvement or translation activities.

EXAMPLES OF DUTIES

Administer pre- and post-testing to students in reading and mathematics;

schedule post-test dates for long-term students;

collect and report data to site administrator;

communicate assessment information to educational staff at each site;

travel to outlying sites as needed;

provide small group and one-on-one tutoring for students in the areas of reading, writing or mathematics;

assist with classroom management, such as organizing instructional and other materials;

provide assistance in a computer laboratory;

conduct parental involvement activities;

under the direct supervision of a teacher, provide instructional services to students;

grade papers as assigned by the teacher;

assist the teacher in maintaining a cooperative and productive learning environment by following the teacher's lead in instructional strategies, behavior management, positive reinforcement and office procedures.

QUALIFICATIONS

Knowledge of:

Excel, record management, storage and retrieval systems and procedures.

Ability to:

Communicate effectively in oral and written form;

utilize a variety of appropriate instructional materials as well as office-related machines and equipment;

demonstrate an understanding, patient and receptive attitude toward students of varied age groups;

sit at a work station, administer tests, grade papers for up to seven hours or be able to stand or walk to supervise student work areas for up to seven hours.

Experience:

Must be at least 18 years of age and have one year of paid or volunteer experience working with at-risk students age 9 through 17 years.

Education:

High school diploma (or GED) and two (2) years of college or, Associate's degree (AA); or passage of an approved local assessment that demonstrates the ability to assist in instructing with reading, writing or mathematics.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/7/15

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