

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED SEPTEMBER 2021**  
**RANGE: 37.5**  
**CLASSIFIED**  
**CODE: 4**

**PARAPROFESSIONAL**  
**Valley Oaks Charter School (VOCS)**

**DEFINITION**

A Paraprofessional will assist and support the teacher in the educational process. Under supervision, a paraprofessional is responsible for tutoring or other instruction, assisting in classroom management or computer technology, conducting parental involvement or translation activities, or completing other tasks as assigned.

**EXAMPLES OF DUTIES**

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 technology;

access the student information system to monitor student progress and provide individual academic support;

conduct parental involvement activities;

assist the Counselor and Career Associate in activities to promote college and career readiness;

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

study hall or supervision activities, which may include ELA and math intervention programs;

grade papers/assignment work records 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:*

Basic 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, grading papers/assignment work records 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 students age 5 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.

CP: rn

9/3/2021

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