Vallecitos School District
5211 Fifth Street • Rainbow, CA 92028 • (760) 728-7092 • FAX (760) 728-7712
"A community school where we learn to achieve our dreams"

SUBSTITUTE PARA-EDUCATOR / INSTRUCTIONAL AIDE JOB DESCRIPTION
BILINGUAL PREFERED (ENGLISH/SPANISH)

A. BASIC FUNCTION:
Under the general direction of a regular education teacher, special education teacher, or related services provider, a paraprofessional is primarily engaged in direct and/or indirect instruction with one or more pupils for instructional activities, physical or behavior management, or other purposes. Paraprofessionals provide assistance to students based on specific objectives, within a set timeframe, provide documentation on progress related to specific objectives, and assist in the implementation of instructional programs.

B. DESIRED KNOWLEDGE AND SKILLS:
1. Able to follow instructions and established procedures.
2. Able to work well with students and other school personnel.
3. Able to work well in a team environment.
4. Manages time well.
5. Knowledge of child development.
6. Ability to provide a safe and welcoming environment.
7. Good communication skills.

C. SPECIFIC DUTIES:
1. Follow duties assigned by appropriate supervisory staff.
2. Use appropriate channels of communication regarding student/job issues.
3. Seek and use effective appropriate and approved strategies for children/students.
4. Work closely with students, either individually or in groups, to assist in implementing IEP directives and following instruction of general education classroom.
5. Assists with grooming, dressing, and toileting needs of students as needed.
6. Promote success in students through appropriate use of feedback, rewards, incentives, praise, and communication.
7. Meet frequently with supervising teacher/case manager regarding student progress/issues or concerns.
8. Accept constructive criticism regarding work performance.
9. Show initiative to improve skills related to the paraprofessional position.
10. Encourage independence in students.
11. Organize time and materials in an efficient manner.
12. Maintain confidentiality at all time.
13. Exhibit positive attitude, friendliness, and respect for student, parents, and co-workers.
14. Follow building procedures and district policies. (See staff handbook)
15. Display proficiency in adapting materials and working with students on skills or behaviors.

16. Assist with collecting data for IEP goals as directed by supervising teacher/case manager.
17. Assist students with assistive technology as directed by supervising teacher/case manager.
18. May be required to place students in a physical hold to maintain safety of child or others.

E. CONTACTS:
Contact with students and other school personnel.

F. WORKING CONDITIONS:
1. Frequent bending, squatting, walking may be required.
2. Ability to move around the school freely and quickly.

G. REPORTS TO:
Principal

H. EVALUATION:
Performance of this position will be evaluated annually if needed by the Certificated Administrator.

Work Year: To Be Determined (As Needed)

Salary Schedule: Plan 9 / Group 50

FTE: N/A

Supervisor: Principal and Superintendent

Board Approved: September 12, 2023