



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

PARAPROFESSIONAL- BILINGUAL/BILITERATE

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of instructional activities; assist the classroom teacher in presenting rigorous learning experiences; perform supportive tasks for instructional personnel; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Assist instructional personnel with the presentation of learning materials and instructional exercises.
- Tutor individual students and small groups of students.
- Monitor and assist students in drill, practice and study activities as a reinforcement of instructional concept presentation.
- Guide students in safe learning activities.
- Assist in shaping appropriate social behaviors.
- Assist in the management of student behavior using positive strategies and techniques.
- Prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
- Assist students in the learning center.
- Maintain a variety of records and files, including confidential student records and information which may be of a privileged and sensitive nature.
- Assist students in operating a variety of instructional media machines and equipment.
- Uses a second language and provides cultural experiences to assist students with bilingual/bicultural needs.
- May administer and score a variety of general and/or criterion-referenced aptitude tests; record test results.
- Administer routine first aid to students and request assistance for serious injury or illness.
- Assist in maintaining an orderly, attractive and positive learning environment.
- May participate in parent conferences and other student progress report activities.
- May perform assigned duties in Spanish.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic concepts of child growth development and behavioral characteristics.
- Student behavior management strategies and techniques.
- Appropriate English usage, punctuation, spelling and grammar
- Basic mathematical concepts.
- Computer curricular programs and basic programming language.
- Routine record storage, retrieval and management procedures.

ABILITY TO:

- Demonstrate an understanding toward all students.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Utilize a variety of appropriate instructional materials and procedures used in the enhancement of a positive educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, GED certificate or higher degree.

EXPERIENCE:

One year of paid or volunteer experience working with students. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Training or course work in child growth and development, special education, instructional technology, or a closely related field

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/Outdoor Split. Fast Paced Work Environment. Adverse or Seasonal Weather

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.

- Must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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