

Madera Unified School District Classified Job Description

Paraprofessional - Math

Purpose Statement

The job of Paraprofessional-Math was established for the purpose/s of providing support to the instructional program within assigned classroom, with specific responsibility for working with individual and/or small groups of students to support mathematical instructional activities of all students. Provide one-on-one mathematical instruction in order to focus on student's individual needs.

This job reports to Principal/Site Administrator.

Essential Functions

- Work collaboratively with Math instructor in assisting students in class, provide small group instruction and or one-on-one Math instructions.
- Reinforce instructions as directed by the instructor to assist students to excel in math.
- Provide guidance and tutoring to students in credit completion and test preparation.
- Assist with the coordination of (CAASPP) California Assessment of Student Performance and Progress site assessments, (ELPAC) English Language Proficiency Assessments for California and other assessments.
- Utilize technology to enhance student access to math learning resources.
- Provide students with online support.
- Utilize MUSD adopted course textbooks and materials to guide and assist students.
- Assist the instructor in planning and carrying out the activities of the instructional program while maintaining effective communication to assure that appropriate institutional goals are implemented and assessed on a regular basis.
- Work independently with small groups of students and individuals including physical tasks to meet the needs of students with disabilities.
- Participate in appropriate staff development activities and or training, or in-services.

- Maintain records as needed for program management and legal compliance.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS: Correct English usage, grammar, spelling, punctuation and vocabulary, reading and communication skills, interpersonal skills using tact, patience and courtesy, accurate record-keeping techniques

KNOWLEDGE OF: Mathematical knowledge of concepts and procedures, problem solving and modeling, data and communicating reasoning applicable to common core standards, foundational concepts related to Algebra I and Geometry; use of engaging teaching methods, and techniques.

ABILITY TO: Work with staff, support school/program in planning and implementation of instructional program and related activities, ability to show care and concern for students in an educational setting; maintain confidentiality about the status of students and classroom activities, understand and follow both oral and written directions effectively, implement and give oral and written directions in English, work cooperatively with administration, other employees and the public, follow District policies and procedures.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualification

Experience: One year of working in a school or community youth organizations.

Education: High School diploma or equivalent.

Completion of forty- eight units from a nationally accredited college or university, or A.A. degree or higher; or the passage of a local assessment, which meets the requirements of Every Student Succeeds Act.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands B

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 24