



## Job Description

Job Title: **ParaEducator, AVID**  
 Job Family: **School Based**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **December 3, 2007**

Job Code: **071203**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 10**  
 Typical Work Year: **9 months**

**SUMMARY:** Under direct supervision of the Advancement via Individual Determination (AVID) coordinator/teacher, AVID Para Educators assist students by helping middle and high school individuals or small groups of students with learning concepts, study and test taking skills, and other aspects of college preparation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Conduct tutorial sessions that underscore the principle of collaborative learning and the practice of students teaching other students through discussion of class and text notes. Become familiar with the material in the AVID Curriculum Libraries, and with the textbooks and materials used by AVID students.	D	40%
2. Determine from student notes and discussions the concepts that need to be taught or retaught.	D	10%
3. Reinforce the study skills provided by the teacher of record.	D	10%
4. Evaluate student binders, including calendars, class and textbook notes, etc.	W	5%
5. Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.	W	5%
6. Conduct brainstorming and clustering sessions.	W	5%
7. Work with students in any phase of the writing process, such as brainstorming, clustering, read arounds, revision, and editing.	D	5%
8. Contact teachers regarding course outlines, assignment schedules, student expectations, questions, etc., as directed by the AVID coordinator/teacher.	W	5%
9. Assist in developing a resource file of enrichment materials for use in tutorial sessions.	M	5%
10. Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.	D – W	5%
11. Perform other job-related duties as assigned	Ongoing	
<b>TOTAL</b>		<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- No experience required.
- Experience in working with students preferred.
- College course work in liberal arts, mathematics and/or science preferred.
- If working in the dual Language Program, must be proficient in Spanish.
- If working in the English as a Second Language (ESL) area, must successfully complete the District administered ESL Training Program (approximately 15 hours) within 3 months of entering position.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must successfully complete the AVID Training within 6 months after entering position.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to reinforce and model good study habits.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Teacher of Record and/or AVID Coordinator	various

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in the classroom.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	