



## Intervention Paraprofessional *Job Description*

<b>Reports To:</b>	Lead Coordinator, Targeted Support ( <i>or designee</i> )
<b>FLSA Status:</b>	Non-Exempt
<b>School Classification:</b>	Classified
<b>Pay Schedule:</b>	Range 2
<b>Work Schedule:</b>	190 days (August 1 - June 30)
<b>Location:</b>	Remote office

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**Position Summary:** *Under the direction of the lead coordinator, targeted support, assist in providing instruction to students in online academic programs and/or other programs as assigned; monitor and report student progress regarding behavior and performance in a reasonable, timely manner to assist students to achieve their academic goals.*

### ESSENTIAL DUTIES and RESPONSIBILITIES

1. Provides online instruction as directed by the Lead Coordinator, Targeted Support or designee to individual or small groups of students in a variety of areas including but not limited to mathematics, English language arts, science, history, life skills and/or electives.
2. Confers with Lead Coordinator, Targeted Support or designee concerning programs and materials to meet student needs
3. Utilizes appropriate methods of instruction to achieve goals and objectives set forth by the Lead Coordinator, Targeted Support or designee, and assist in implementing practices proven to raise student achievement
4. Observes and monitors behavior and interaction of students reports, student performance and behavior to the intervention specialist
5. Assists in preparation of lessons and instructional materials for students as directed by the Lead Coordinator, Targeted Support or designee.
6. Maintains student records , as directed
7. Attends virtual and in-person school meetings as directed (e.g, Summit, regional meetings, Coffee Talks, department meetings, etc)
8. Attends in-person student events, including, but not limited to field trips, socials, and academic events.
9. Serves as a substitute for online learning opportunities when needed
10. Assists in tasks related to the duties of the department, as assigned.

### Other Duties

- Responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours

- Documents and reports to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
- Services students during normal business hours unless prior approval has been extended by supervisor
- Performs other duties as assigned

## **QUALIFICATIONS GUIDE**

**Qualifications:** 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.

### **Education:**

- Any combination equivalent to: graduation from high school and sufficient experience to demonstrate above knowledge and abilities
- Must have or do one of the following: Earn a minimum of 48 college units or hold a college degree

### **Experience:**

- Prefer one year (1) of experience in working with school-age children in an organized setting

### **Other Qualifications:**

- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years
- The employee is expected to acquire and maintain a working computer with an internet connection and a printer.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.

### **Knowledge:**

- Basic child development as it relates to elementary and middle school students
- Basic subjects taught in schools, including mathematics, English language arts, science, history, life skills, and/or electives
- Correct usage of oral and written English, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Record-keeping techniques

- Computer Literacy: General knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software, use technology in an effective manner for communicating and reporting

**Acquired Skills:**

- Well developed, clear communication and interpersonal skills that maintain a respectful, professional and courteous manner
- Conflict resolution skills
- Strong organizational skills
- Time-management skills
- Excellent writing and grammar skills

**Abilities:**

- Uphold Sage Oak's and mission by acting with integrity
- Team player
- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Demonstrate effective interpersonal skills
- Communicate effectively in a timely manner, both orally and in writing
- Use technology in an effective manner for communicating and reporting
- Meet schedules and timelines; plan and organize work
- Work at a high level of independence
- Use basic, job-related equipment
- Maintain professional, cordial relationships with students, parents, and staff
- Use professional judgment in making reasonable decisions or recommendations in conjunction with other staff members and/or administrative leadership
- Communicate in a respectful, professional, and courteous manner
- Maintain confidentiality
- Follow directions and uphold department policies and practices
- Learn the procedure and functions of assigned duties
- Learn school's organization, operations, policies, objectives and goals

**Physical Demands:**

The physical demands described here 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.

- Hearing and speaking to exchange information

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- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds
- Close vision and ability to adjust focus

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive up to 100 miles in a day

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*