



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

PARAPROFESSIONAL - MATH

DEPARTMENT/SITE: District School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 28

WORK CALENDAR: 204 Days

REPORTS TO: Site Principal or Designee

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the site Principal or Designee, the Paraprofessional-Math provides 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; provides one-on-one mathematical instruction in order to focus on student's individual needs. The incumbents in this classification provide the school community with specialized mathematics instructional support which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide specialized mathematical instructional support with small group and/or one-on-one instruction to focus on student's individual needs in mathematics.

This class differs from other classes of Paraprofessionals in that other classes provide support to the general instructional program within an assigned classroom, and instruction/support for students with disabilities.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists the instructor in planning and carrying out activities of the instructional program while maintaining effective communication to assure that appropriate institutional goals are implemented and assessed on a regular basis.
- Assists with the coordination of (CAASPP) California Assessment of Student Performance and Progress site assessments, (ELPAC) English Language Proficiency Assessments for California, and other assessments.
- Maintains records (e.g., such as independent study documents in coordination with supervising teacher) as needed for program management and legal compliance.
- Participates in appropriate staff development activities and in-service training.
- Provides guidance and tutoring to students in credit completion and test preparation.
- Provides students with online curriculum support and virtual learning.
- Reinforces instructions as directed by the instructor to assist students to excel in math.
- Utilizes MUSD adopted course textbooks and materials to guide and assist students.
- Utilizes technology to enhance student access to math learning resources.
- Works collaboratively with Math instructor in assisting students in class; provides small group instruction and/or one-on-one math instructions, travels from classroom to classroom.
- Works independently with small groups of students and individuals, including physical tasks, to

meet the needs of students with disabilities.

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Mathematical knowledge of concepts and procedures
- Data and communicating reasoning applicable to common core standards
- Foundational concepts related to Math I
- Use of job-related software applications, including virtual meeting platforms
- Principles of child development, instructional processes
- General purposes and goals of public education
- Techniques used in directing, disciplining and motivating students
- Basic recordkeeping techniques
- Classroom management techniques and playground rules
- Safety practices and procedures

Skills and Abilities to:

- Assist in planning and prioritizing learning activities to support the educational needs of students
- Perform basic clerical functions
- Perform basic arithmetic calculations
- Operate standard office equipment
- Use English in both written and verbal form, use correct grammar, punctuation and spelling
- Interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Understand and carry out oral and written instructions
- Maintain the confidentiality of student records
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of instructional situations
- Maintain safe environment for students
- Establish and maintain effective working relationships with staff, students and the public

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent. Completion of 48 units from a nationally accredited college or university; or A.A. degree or higher, or the passage of a local assessment test.

EXPERIENCE REQUIRED:

One (1) year of experience working with Math I-level concepts in a school or community youth organizations.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work takes place indoors and requires sitting, standing or walking for extended periods of time
- Lift or carry items such as boxes of supplies and materials up to 25 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to see/read instructional materials and to supervise students