

# PALO VERDE UNIFIED SCHOOL DISTRICT



## 2026 SUMMER SCHOOL PARAEDUCATOR

At this time the District is opening the position of Summer School Paraeducator. If you are interested, please complete the bottom portion of this form and return to Christina Fabanich in the Personnel office no later than **April 24, 2026, 3:30 PM**

### ▶ DEFINITIONS:

The Paraeducator, working under the direct supervision of the Summer School Teacher or the Summer School Administrator, assists with the duties in the classroom and at the school.

### ▶ DUTIES:

1. Learn students' names.
2. Assist with attendance procedures.
3. Assist with physical set-up of the room.
4. Keep record of textbooks or library books.
5. Assist with distribution of supplies in the classroom.
6. Collect daily assignments - check for completeness.
7. Supports learning intervention - individually or in small groups.
8. Alert teacher to any unusual behavior on the part of students.
9. Provides campus supervision before school and between classes, at lunch time or after school.
10. Type and reproduce materials.
11. Prepare assorted instructional materials.
12. Assist with co-curricular activities.
13. Mark and score objective type papers.
14. Help students on special projects.
15. Orient students who have enrolled late or have been absent.
16. Under the direct supervision of the principal, may be assigned duties under SIP - Title I - EIA/SCE as necessary.
17. Performs other duties as required or as assigned.

Improving Learning...Together

### ▶ MINIMUM REQUIREMENTS:

High school graduate with some work beyond high school preferred. CPR and First Aid Certificates. Must understand and follow oral and written directions. Ability to work cooperatively with others and to assume responsibility to exercise sound judgment; ability to establish and maintain cooperative working relationships with others; depict dependability, industriousness and good physical condition. Ability to type is desirable. Bilingual ability in English and Spanish is desirable.

\*\*\* *Testing to be determined* \*\*\*

## 2026 SUMMER SCHOOL PARAEDUCATOR JUNE 16, 2026 - JULY 16, 2026

### 2026 SUMMER SCHOOL PARAEDUCATOR

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CURRENT POSITION \_\_\_\_\_ SITE: \_\_\_\_\_

QUALIFICATIONS: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO PERSONNEL NO LATER THAN April 24, 2026 @ 3:30 PM**