

Psy 435 job analysis paper

Literature, Russian Literature



Job Analysis Paper Francine Morgan PSY 435 February 6, 2012 Professor Krista Bridgom Job Analysis Paper Job analysis is the studying and evaluation what a job entails; describing precisely the skills needed and the qualifications to fulfill the job accurately. Job analysis is when personnel functions because the methods of any non need to be precise. For instance, in a job the positions and the duties should be clearly stated, therefore; the job analyst would need to observe an individual in the current position. This means that the individual who are the job analyst should be very familiar with jobs and the position. According to Riggio (2008) " a job analysis is leads directly to the development of several other important personnel; a job specification, a job evaluation, and performance criteria" (Riggio, 2008, p. 57). The job I chose is par educator, this is important to me because of my children. During my children years in school each one of my boys had a pareducators also known as shawdow in our school system to help them along the way. This is the reason why I took psychology so I can help my children and other children learn to be independent in life as though he or she is just as normal as the other children in the classroom. The job of paraeducator consists of assisting full inclusion students. Full inclusion students are students that have special needs that mainstreamed into a regular classroom among he or she peers that do have these same types of needs. The class has credentialed teacher that the paraeducator works with as an educational team for not the full inclusion student but the whole class as well. For instance, my children was in a full inclusion classroom until it came time for testing, they was given extra time so they can process their thoughts on what is beng asked of them. This job method are measured

accessible for performing an analysis of a particular job. It consists of accurate and detailed description of the steps that one must use to complete the task to perform or fulfill the duties of this job. Different types of information are collected in a variety of ways; participation, observations, existing data, interviews, job diaries and surveys. When it comes to observations we do it by the analyst taking notes while observing an individual currently performing the duties at hand. The information can be documented but only what is seen and viewed by the observer because unless the person being observed verbalizes what he or she is doing then some of the information may not be documented for further use. In the meantime, the observing should coincide with the same time of day as the position he or she is documenting for to avoid differences in duties versus time of day. Paraeducators are also observed on the job with their full inclusion students. Participation is referring for the analyst that is performing the duties. This gives a direct account of a job because the analyst has done these duties, therefore; he or she can relate the task directly on to the paper. The case worker of the students is who the paraeducator reports their information to. A case worker oversees all full inclusion students at any school that holds a credential in special education. This is what is expected from a paraeducator and has a written description of what the job of a paraeducator entails. Paraeducators also keep a diary for them. This is because in case of an absence of the paraeducator and a substitute has to be called in that day. The substitute can look at the folder of the student and see the daily schedules and follow as planned. Large numbers of full inclusion students have extra services such as occupational therapy, speech

and Resource Specialist Program and therefore have a schedule made for the day. It is important to have all information in one place so that individual who needs to take over can look at it and know where that individual needs to be and when. The diary also has the vital information regarding the full inclusion student's diagnosis. Each full inclusion student has a different reason for needing a paraeducator and had different needs at that time of testing. The diary should state his or her behavior and how to deal with his or her behavior. During school hours the paraeducator is there to assist the students in learning how to cope in a regular classroom setting with their peers, not to cover up for any problems. Our job is to have the full inclusion student live more independent. Performance appraisal refers to the created process of "evaluating worker performance in comparison to certain established organizational standards" (Riggio, 2008, p. 125). These things are used to evaluate if the paraeducator continues their job, pay increase, or even a promotion. A paraeducator is a specified job, whereas; the teacher is certified in his or her positions. The principal gets all their information from the teacher on how the paraeducator is doing his or her job. There are different types of evaluation which they use to evaluate the paraeducator which are: exceeds a district standard, meet district standard, below district standards. The performance factors includes knowledge of work, understanding job duties, procedures and all phases of work, quality of work, thoroughness, accuracy, and neatness. A paraeducator should also have these things: Productivity, dependability, organization of work, initiative, attitude and attendance. Benefit of the performance appraisal offers constructive criticism to the paraeducator as well as reliable information for

other teachers who may have this particular individual working in his or her classroom some day. It is a good indicator or sign of an individual who takes his or her job most seriously as a paraeducator. The down side is that a teacher has a personal friendship outside of work and may feel pressure to give an outstanding evaluation. Therefore; that would be a case as it belittle a teacher to give in accurate account of a paraeducators performance due to if the paraeducator needs to make some improvements or changes in the way he or she does their job, the performance evaluation is precise in what needs to be done in making changing and improvements.

References Riggo, R. E. (2008). Introduction to industrial organization psychology (5th ed.). Upper Saddle River, NJ: Pearson Education, Inc.
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