

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
PARA-EDUCATOR-ALTERNATIVE EDUCATION

DEFINITION:

Under supervision, to prepare materials and set up classrooms for training and instruction. Participates and assists in lesson planning and carrying out supervisor assigned tasks to reinforce instruction and/or tutor pupils. Performs a wide variety of related tasks to assist and care for children while they are under supervision of the school.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Assist certificated staff in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction as directed by the teacher; assist students in their understanding and comprehension of reading, writing, language arts, science, math, and social studies, performing remedial exercises and other basic instruction as required.
- Repeat and reinforce instruction; provide individual assistance to students experiencing learning difficulty; explain errors and answer questions; assist students with a variety of instructional activities.
- Observe and appropriately control behavior of students in the classroom and movement of students to various locations on the school campus and during emergency drills.
- Perform a variety of clerical duties such as updating progress reports and cumulative folders, recording grades, assembling materials, taking roll, maintaining records and files, duplicating classroom materials and distributing, and collecting papers and supplies.
- Operate audio-visual equipment, copier, VCR, and computer; set up displays as necessary.
- Use a computer database program to assist in the tracking of students.
- Report progress to certificated staff regarding student performance and behavior as required; provide input and assist teachers with determining student advancement through learning programs.
- As assigned, supervise activities of students on recreation yard and maintain order.
- Perform general clerical, and office work for a portion of the work day.

- Serve as the individual department receptionist, greeting and directing individual visitations, and telephone calls for a portion of the work day.
- Assists in the preparation of materials for classroom use as directed by supervisor; organize materials to assist student learning.
- Assist students by providing a proper role model, emotional support, patience, a friendly attitude, and general guidance.
- Communicate with parents, staff, and the public as directed by supervisor to provide or receive information as appropriate.
- Attend in-service training sessions.
- Perform other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

A.A. degree or higher, two years college, Tehama County Para-educator
 High school graduate or equivalent
 First aid and CPR training desirable

Successful applicant must meet NCLB (No Child Left Behind) requirements or be willing to obtain through course work or ROP Para-educator Certification Course within one year of hire. Permanent status will not be granted unless NCLB compliant.

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
 Behavior management strategies and techniques relating to pupils experiencing atypical control problems;
 Appropriate English usage, punctuation, spelling, and grammar;
 Basic arithmetical concepts;
 Routine record storage, retrieval, and management procedures.

Skill and Ability to:

Work with probation placed or incarcerated students.
 Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs;
 Appropriately manage student behavior;
 Communicate effectively in oral and written form;
 Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;
 Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment;

Establish and maintain cooperative working relationships with children and adults;
Understand and carry out oral and written directions;

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Education:

A.A. degree or higher, two years college, Tehama County Para-educator Certification or equivalent
High school graduate or equivalent
First aid and CPR training desirable

Successful applicant must meet NCLB (No Child Left Behind) requirements or be willing to obtain through course work or ROP Para-educator Certification Course within one year of hire. Permanent status will not be granted unless NCLB compliant.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.