

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR, ROP

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a teacher in reinforcing instruction to individual or small groups of ROP students in a classroom, computer lab or other learning environment; assist in the preparation of instructional materials and implementation of lesson plans; perform a variety of clerical duties in support of classroom activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a teacher in reinforcing instruction to individual or small groups of ROP students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments related to job skills training and development in a designated area such as business office careers; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; explain various practices, procedures and techniques related to assigned job training area.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, filing and distributing instructional and various other materials; take student attendance as assigned; grade student tests and assignments and record grades as required.

Provide technical training and assistance to students concerning the operation of computer hardware, software and related peripherals as assigned by the position; respond to inquiries and provide technical information concerning related practices, procedures, applications and malfunctions.

Demonstrate the use of various equipment related to assigned job training area such as copiers and telephones; maintain equipment in proper working condition; arrange for maintenance and repairs as needed; assist students with locating instructional materials as needed.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation of lesson plans and development of educational goals and strategies; assist in administering and monitor students during tests as assigned.

Observe and control behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior.

Prepare and maintain a variety of records, reports and files related to students, attendance, incidents, grades

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and assigned activities; prepare, process and assist students with completing various forms as required.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with County Office staff and various outside agencies to exchange information and resolve issues or concerns; receive telephone calls and take messages as assigned; greet students and visitors; compose and distribute a variety of correspondence.

Operate a variety of office and classroom equipment such as copiers, fax machines, typewriters, overhead projectors, computers and assigned software.

Provide classroom support to the teacher by setting up work areas, decorations and displays, and distributing and collecting paper, supplies and materials; prepare and assemble instructional packets as assigned.

Monitor inventory levels of classroom and office supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned; stock supplies as needed; prepare purchase orders as required.

Participate in a variety of other assigned activities such as collecting fees, processing mail and assisting with student registration.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, techniques, equipment, materials, principles, practices and procedures related to assigned job training area.

Student guidance principles and practices.

Safe practices in classroom activities.

Methods and procedures of operating computers, various software and peripherals.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and filing techniques.

ABILITY TO:

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Assist with instruction and related activities in a classroom or other learning environment.
Reinforce instruction to individual or small groups of ROP students as directed by the teacher.
Explain various practices, procedures and techniques related to assigned job training area.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Assist in the preparation of instructional materials and grade student tests and assignments.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing in English and a designated second language.
Understand and follow oral and written instructions.
Operate and demonstrate the use of a variety of office equipment including a computer and assigned software.
Observe health and safety regulations.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with students in an organized setting.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office, classroom and kitchen equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.