

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR, COURT/COMMUNITY SCHOOLS

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a teacher in reinforcing instruction to individual or small groups of students enrolled in court or community school programs; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

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

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; assure students remain on task; report progress regarding student performance and behavior; monitor students during library, lunch, outdoor, recreational, field trip, break and other activities as required.

Prepare and maintain a variety of records, reports and files related to students, tests, programs, grades, incidents, attendance and assigned activities.

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.

Operate a variety of office and classroom equipment such as a copiers, fax machines, typewriters,

January 18, 2006

San Mateo County Office of Education

laminators, overhead projectors, audio-visual devices, 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.

Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between teachers, parents, staff and others as required; translate notes, letters and other materials as needed.

Participate in a variety of other assigned activities such as providing library services, circulating books, assisting with special events, requesting student documents and information, preparing awards and picking up and distributing student meals.

Assist students with the development of social skills as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student guidance principles and practices.

Problems and concerns of students with special needs.

Safe practices in classroom activities.

Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

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:

Assist with instruction and related activities in a classroom learning environment.

Reinforce instruction to individual or small groups of students enrolled in court or community school programs as directed by the teacher.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

January 18, 2006

San Mateo County Office of Education

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.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer and assigned software.
Observe health and safety regulations.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

NOTE: Paraeducators hired prior to January 8, 2002 have until June 30, 2006 to complete the above requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom 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.

HAZARDS:

Contact with dissatisfied or abusive students.