

# SAN MATEO COUNTY OFFICE OF EDUCATION

## **CLASS TITLE: PARAEDUCATOR, YOUTH IN TRANSITION PROGRAM**

### **BASIC FUNCTION:**

Under the direction of a Certificated Foster Youth Liaison, reinforce classroom instruction previously provided or assigned to individual students, using individual or small group tutorial methods in designated after school program settings; utilize computer software to assist in the preparation of instructional materials to meet individual student learning needs; perform a variety of clerical and record-keeping duties in support of classroom and program activities.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES :**

Using information from students' classroom teachers and information from tutorial computer software, provide after school tutoring for students ages 11-18 residing in a dependent children's home because of abuse, neglect, abandonment, or behavioral issues; provide after school tutoring following a flexible work schedule to individuals or very small groups of students at facilities designated by program supervisors for such purposes.

Confer with Foster Youth Liaisons concerning individual student's learning needs and tutorial lessons and materials.

Assist students in completing classroom assignments, homework, and projects in various subject areas; respond to student questions by providing appropriate examples and general guidance; motivate students to produce their best work.

Observe and control behavior of students who may become verbally abusive according to approved procedures within students' residence; ensure student understanding of rules for behavior and tutorial procedures; ensure students remain on task; report progress regarding student performance and behavior to the Foster Youth Liaison.

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

Ensure the health and safety of students by following established practices and procedures within the student's residence; maintain learning environment in a safe, orderly and clean manner.

Communicate with County Office staff and shelter care counselors to exchange information and resolve issues or concerns; understand and follow oral and written instructions; maintain records and prepare reports.

Operate a variety of office equipment such as copiers, audio-visual devices, computers and assigned software; observe health and safety regulations.

**September 13, 2006**

**San Mateo County Office of Education**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Academic subjects taught at the at the high school level including mathematics (Algebra, Geometry) English, history, and civics.

Issues and concerns of “at risk” students who have fallen below grade level.

Tutoring methods and techniques.

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

**ABILITY TO:**

Reinforce instruction to individual or small groups of students studying subjects at the high school level.

Implement tutoring strategies that will assist students in understanding course subject concepts.

Establish a positive rapport with assigned students.

Observe and monitor student behavior and prepare written progress reports.

Deal effectively with difficult students suffering from emotional problems who may become verbally abusive.

Communicate effectively orally and in writing.

Understand and follow oral and written directions.

Maintain records and prepare basis reports.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Completion of two years of college (AA degree), and one year of experience tutoring students in academic subjects through the high school level.

**WORKING CONDITIONS**

**ENVIRONMENT:**

May perform tutoring in one or more of the following: designated room or study area within dependent children’s home for Foster Youth; public school classroom; community-based after school program facility.

**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.

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