



PARA-EDUCATOR

DEFINITION:

Under the direction of certificated personnel, assists in the instruction of reading, writing and math for students with special needs.

EXAMPLES OF DUTIES:

- Delivers specialized instruction programs with individual children and in small groups after inservice training is given by appropriate certificated staff;
- Assists in the preparation of teaching materials and learning activities;
- Supervises, motivates, disciplines, and instructs students under the direction of certificated personnel;
- Completes documents required for classroom/lab activities;
- Performs assigned clerical duties related to the delivery of the specialized instructional program
- Assists with parent contacts by telephone or in person;
- Supervises activities of children and maintains order;
- Performs other related duties as assigned.

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

QUALIFICATIONS:

Knowledge of:

- General academic and behavior needs of students in special instructional programs.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Understand and carry out oral and written directions;
- Participate in inservice education, conferences or formal classes related to assignment;
- Implement specialized instructional programs;
- Show initiative when working with children or using materials;
- Maintain cooperative, effective relationships with those contacted in the course of work

EXPERIENCE:

One (1) year of successful experience involving contact with children in an instructional capacity in a school preferred.

EDUCATION:

Minimum: A high school diploma or equivalent. Some college or special course work preferred.

REQUIREMENTS:

- Valid California Driver's License
- A minimum score of 80% on the District Proficiency Test in Reading, English, and math.

WORKING CONDITIONS:

Environment: Classroom environment.

Physical Abilities: Seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments, bending at the waist, kneeling, standing and walking for extended periods of time; ability to run or jump should it be necessary in an activity with students.

LENGTH OF SERVICE:

Ten (10) month position

HOURS:

SALARY:

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.