

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Modified Para Educator - Student Apprentice

**DEPARTMENT/DIVISION:** Education

### **POSITION SUMMARY:**

Under the supervision of the classroom instructor, to serve as an assistant to teachers by aiding in the supervision and training of students and assisting in the preparation and assembling of teaching materials.

### **ESSENTIAL FUNCTIONS:**

1. Assists teachers in the conducting of lessons and a variety of classroom activities
2. Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction
3. Appraises teacher of behavioral and learning problems experienced by the students
4. Works with instructional materials such as workbooks, flash cards, and multiplication tables.
5. Prepares for, assists with, and cleans up after various classroom projects
6. Assists teachers in the physical education programs or in other special activities
7. Assists in the preparation of graphic and written teaching materials
8. Grades papers, operates duplicating equipment, and keeps records as directed by the teacher
9. Assists in maintaining inventory of books, teaching aids and other supplies
10. May perform a variety of tasks for many teachers
11. Orders and distributes supplies as instructed
12. May assist with programs, equipment, and materials to meet the needs of exceptional students,
13. Helps individual students with specific problems.
14. Maintains regular and prompt attendance in the workplace.
15. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Apprentice must be a Junior or Senior in good standing in the Tracy Unified School District upon employment. Must be familiar with Windows operating system. Must be Work Permit Eligible and meet all requirements and guidelines for High School Apprenticeship Program. May be dual enrolled with high school and higher education institution (Junior College).

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. Push/pull up to 75 lbs.
5. Lift and carry up to 75 lbs.
6. Run short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule.

**SALARY:** \*Apprenticeship Wage Schedule

Board Approved: 6.13.23

**TERM OF APPRENTICESHIP AND PROBATION:**

Up to 800 on-job-training hours with TUSD, minimum of 455 related and supplemental instruction (RSI) hours, and completed within thirty-six (36) months. The period of probation shall be five hundred (500) hours of OJT or nine (9) months, whichever occurs first and the first one hundred three (103) hours of RSI. To achieve Delta College certificate, candidates must complete 2000 total hours in a paraeducator position. TUSD offers the first 800 hours to students in the apprentice role.

**ADVANCEMENT SCHEDULE:**

To advance from one pay period to the next, the apprentice shall have met the following requirements:

1. Shall have satisfactorily completed the indicated on-the-job work hours; and
2. Shall have satisfactorily completed the indicated months in the program; and
3. Shall have satisfactorily completed the indicated related and supplemental instruction school hours; and
4. Shall have satisfactory employer evaluation/upgrade report.

**WAGE SCHEDULE:**

- 0-400 Hours \$ 15.50 / Hour
- 401-800 Hours \$ 16.50 / Hour

**RELATED INSTRUCTION:**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than one hundred and eight (108) hours per year. Related and supplemental instruction will be provided by San Joaquin Delta College, or equivalent or articulated courses provided by other Local Education Agencies. Time spent in related and supplemental instruction will not be compensated unless otherwise provided by the employer. Apprentices must complete all courses with a grade of "B" or better. Minimum Related and Supplemental Hours of Instruction: 455

**Related and Supplemental Instruction – San Joaquin Delta College Courses**

Course	Title	Units	Hours/Semester
<b>Required Courses</b>			
ECE 21	Child and Adolescent Development	3.0	52.50
ECE 63	Child Discipline	1.0	17.50
EDUC 10	Introduction to Education	3.0	52.50
EDUC 12	Reading Tutoring Techniques	3.0	52.50
EDUC 13	Math Tutoring Techniques	3.0	52.50
EDUC 70	Paraprofessional Exam Preparation	2.0	52.50
EDUC 14	Bilingualism in the Classroom	3.0	52.50
ENG 1A	Reading and Composition	3.0	52.50
MATH 17A or 17B	Concepts and Structures of Mathematics	3.0	87.50
*Projected course requirements are subject to change		<b>Total – 24 units – 455 Hours</b>	