OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: ATC INSTRUCTIONAL PARA-EDUCATOR

SALARY LEVEL:	12	DIVISION:	Classified
DEPARTMENT:	Instructional	LOCATION:	Adult Transition Center
REPORTS TO:	Director of Alternative Education		
APPROVED BY:	Board of Trustees	DATE:	April 20, 2016

SUMMARY: The Instructional Para-Professional's primary responsibility is to assist classroom teachers in the conduct of lessons and other classroom activities. The Para-Professional tutors individual students which may be physically or educationally challenged and works with small groups of students under the teacher's direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Presents educational lessons, materials or programs to students in a one-to-one group setting.
- Assists classroom teacher in monitoring pupils in the classroom and supervising students on field trips, recess and other activities; may monitor the class when teacher is otherwise occupied.
- Assists the teacher in preparing materials for instruction by setting up and using computers, and audiovisual equipment and materials.
- Makes quick, responsible decisions regarding student welfare and safety, including counseling students regarding conduct and self-discipline.
- Assists classroom teacher in organizing and utilizing reference and source materials; assist teacher in developing individual instructional materials.
- Records results and charts remedial measures as required by the teacher.
- Performs clerical work required for class recordkeeping and operates machines, such as photocopier machines and ditto machine.
- Assists the classroom teacher in assessing student work.
- Maintains confidentiality of student information
- Assists student with toileting, and minor medical procedures or other like needs.
- Transporting students to and from job sites

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED) and completed two years of higher education or study (48 units) or obtained an Associates degree or higher or passed a local exam that demonstrates: knowledge of and the ability to assist in instructing, reading, writing, and mathematics, or instructing reading readiness, writing readiness, and mathematics readiness as appropriate. One year related experience and/or training working with youth.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, or employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES AND LICENSES:
California Driver's License required
First Aid/CPR Certificate preferred

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, parents, and others in an open friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools or controls and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing eh essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually moderate.