

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

PARA EDUCATOR - ALTERNATIVE EDUCATION

DEFINITION:

Under supervision of the Principal or Designee, works closely with the classroom teacher to assist in the instruction and care of alternative education students including management of student behavior; record keeping; instructional assistance; classroom organization; and interaction with students and support staff; and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Principal or Designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Student Assistance:

- Carries out behavior management techniques according to discipline plans.
- Monitors daily behaviors to maintain classroom order.
- Monitors students while they are on campus.
- Tutors students as needed.

Record Keeping:

- Assists teacher in maintaining accurate records and reports including attendance charting, daily charts of student progress, lunch count and money.
- Prepares and maintains students files and records; files records and student accident reports.
- Assists the teacher in ordering and maintaining the classroom supplies, equipment and materials.
- Assists teacher in the physical setup of the classroom for group instruction, projects, and activities.
- Assists teacher with daily and weekly lesson/work plans and follow-through.
- Provides teacher with input for student services.

Staff Assistance/Interaction:

- Assists and provides the instructional team with new ideas for student goals.
- Follows daily instructional schedule.
- Assists in the preparation of all necessary materials for lessons and conducts one-on-one and small group instruction in academic areas.
- Assists in the administration of diagnostic and placement tests.

Integration/Inclusion:

- Reinforces proper behaviors while participating in school activities.
- Accompanies students to class and independently drives a County vehicle and monitors students on field trips, community-based instruction, elective classes and ROP.

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Safety:

- Participates in crisis communication and de-escalation techniques to assist in maintaining student behavior.
- Maintains a safe and healthy class environment;
- Monitors student health daily.
- Keeps toxins and medications out of reach and in a safe place.
- Administers first aid and CPR, if necessary.

MINIMUM QUALIFICATIONS:

Education, Training and Experience

- At least forty-eight (48) units of relevant college coursework or pass a proficiency test.
- Previous experience working with groups of children; previous experience working with high-risk students or adults is highly desirable.

Knowledge of:

- Non-violent crisis intervention
- Safe practices in classroom and playground activities.
- Instructional methods and techniques.
- Basic record-keeping and filing techniques.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Read and understand instructions, teaching manuals, and/or guides.
- Communicate effectively in both oral and written forms.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Assists support staff on classroom processes.
- Work independently and make decisions within the framework of established guidelines.
- Adapt to individual needs of students and work with interruptions.
- Respond quickly and appropriately to emergency situations.
- Understand and maintain confidentiality.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Perform general clerical duties including record keeping and filing.
- Assist students in the use of technology in classroom; and willingness to be trained in the use of various equipment.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing.

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- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Licenses and Certificates:

- Valid California C Driver's License
- Proof of automobile liability insurance, if driving personal vehicle.
- First Aid and CPR Certificate
- Crisis Prevention Intervention (CPI) or equivalent Certificate

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: C

Approval Date: September 17, 2025