

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

PARA EDUCATOR - LIBRARY & RESOURCE

DEFINITION:

Under general direction of the Principal or designee, the Para Educator of Library and Resources is responsible to set up and manage the county school library, organize the resource center and maintain schedule of classes for teacher training; assist in the instruction and care of 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:

- Tutors students and conducts classes for extracurricular activities.
- Assists teachers with supervising and transporting students when they have special events.
- Carries out behavior management techniques according to discipline plans.
- Sets up and administers tests for students (under teacher direction when necessary).

Record Keeping:

- Assists teachers in maintaining accurate records and reports including attendance charting, daily charts of student progress.
- Assists the teachers in ordering and maintaining the classroom supplies, equipment and materials including completing purchase requisitions.
- Maintains inventory logs.
- Provides teachers with input for student services.

Staff Assistance/Interaction:

- Maintains orderliness of Resource Center.
- Helps prepare for meetings, by gathering necessary paperwork and checking availability of rooms and obtains necessary equipment, supplies and refreshments.
- Provides information regarding programs and helps advertise upcoming classes and programs.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- At least 48 units of relevant college coursework or passing of a proficiency test,

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- Previous experience working with groups of children, working with high-risk students or adults is highly desirable.

Knowledge of:

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

Skills and Abilities:

- Maintaining a positive, friendly and helpful atmosphere for visitors.
- Read and understand instructions, teaching manuals, and/or guides.
- Communicate effectively in both oral and written forms.
- 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.
- Perform general clerical duties including record keeping and filing.
- Assist students in the use of technology in the classroom.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.

Physical Requirements:

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

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Licenses and Certificates:

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

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: C

Approval Date: September 17, 2025