



## Job Description

Marin County Office of Education

### Paraeducator - Alternative Education

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Paraeducator - Alternative Education is done for the purpose/s of providing support and supervision in a variety of activities; supporting students' learning goals and objectives; assisting in the supervision, care, and instruction of students in alternative education programs; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; and, interacting with individual students or small groups in class activities at the direction of the classroom teacher.

This job reports to Assigned Supervisor

#### **Essential Functions**

- Assists certificated staff in classroom programs and training, and follows guidance of certificated staff in implementation of students' learning goals, objectives, and modifications as needed for the purpose of reinforcing instruction and providing behavioral redirection in social, emotional, and other skills.
- Briefs and assists substitute teacher for the purpose of providing program continuity in absence of the regularly assigned certificated teacher.
- Coaches individual students or small groups in class activities at the direction of the classroom teacher for the purpose of supporting the ability of students' to learn, encouraging independence and participation, sharing observations of progress with the teacher, and maintaining classroom organization throughout the school day.
- Documents and maintains instructional materials and/or assists with manual and electronic files/records (e.g. charting, data collection, grading/correcting student work/activities, etc.) for the purpose of ensuring availability of items; providing written and/or historical reference; and/or meeting mandated requirements.
- Implements de-escalation techniques with students and/or visitors for the purpose of maintaining a safe and orderly school environment.
- Provides support and supervision in a variety of activities (e.g. student arrivals/departures, breaks, field trips, community-based instruction, meal service, etc.) for the purpose of monitoring behavior, providing assistance, and ensuring student safety.
- Provides input in lesson and program planning; participates in lesson implementation, meetings, conferences and in-service presentations for the purpose of providing support to teachers and students and acquiring and/or conveying information relative to job functions.
- Reinforces instruction and positive behavioral supports (e.g. academic skills; classroom expectations and behavior intervention plans, etc.) for the purpose of supporting students.
- Supports communication with families at the direction of certificated staff for the purpose of conveying information about school activities.
- Supports the students' learning goals and objectives (e.g. preparing materials, obtaining required supplies/equipment, etc.) for the purpose of facilitating classroom activities.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including utilizing pertinent software applications; and, preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; de-escalation techniques, positive behavioral supports, conflict resolution; basic academic knowledge; and, stages of child development/behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; having a positive attitude; perceiving potential problems/conflicts; maintaining professional conduct; and, working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 30% walking, 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired in an educational setting with experience communicating fluently in Spanish preferred.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

### **Certificates and Licenses**

CPR/First Aid Certificate

### **Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt

**Revised Date**