



Job Description

Marin County Office of Education

Paraeducator - Special 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 - Special Education is done for the purpose/s of providing support and supervision in a variety of student activities; supporting the students' learning goals and objectives; assisting in the supervision, care, and instruction of students with disabilities in a general or self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; assisting students with various functional adaptive training and instructional equipment; 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

- Adheres to required safety and health techniques and universal health precautions, if assigned, as instructed/trained, relevant to employee/student safety and student health care plans (e.g. toileting, catheterization, suctioning, medication administration; routine custodial duties as needed, etc.) for the purpose of providing safe and appropriate care for students as assigned.
- Assists in developmental programming, if assigned, for the purpose of supporting students with language, gross and fine motor skills, and cognitive, social, emotional, and self-help skills.
- Assists students with various functional adaptive training and instructional equipment, if assigned (e.g. dressing, eating, grooming, computers, tablets, assistive devices, etc.) for the purpose of supporting students' acquisition of personal skills and access and use of instructional aids.
- Assists substitute teacher for the purpose of providing program continuity in absence of regularly assigned certificated teacher.
- Assists certificated staff in classroom programs, training, and follows guidance of certificated staff in implementation of IEP's, if assigned, as necessary for the purpose of reinforcing instruction and providing behavioral examples in social, emotional, and functional skills adapted to individuals with disabilities.
- Assists students with complex medical diagnoses or physical disabilities with health care needs as instructed/trained (e.g. toileting/changing, lifting/transferring, tube feeding, medication administration, etc.) for the purpose of maintaining students' personal hygiene and health consistent with student health care plans.
- Documents and maintains instructional materials and/or assists with manual and electronic files/records (e.g. medical 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.
- Interacts with 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.

- Provides support and supervision in a variety of activities (e.g. mainstreaming, student arrivals/departures, field trips, community-based instruction, recess, 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 teacher and acquiring and/or conveying information relative to job functions.
- Reinforces instruction and positive behavioral supports (e.g. motor and perceptual skills; oral, reading, spelling, math skills; classroom expectations and rules of behavior intervention plans, etc.) for the purpose of supporting students in vocational, independent living, work training programs, and assisting students in self-managing behavior.
- 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 may be required to perform the job's functions. There is a continual opportunity to 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 35% sitting, 20% walking, 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

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

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date