SAN MATEO COUNTY OFFICE OF EDUCATION

FLSA:Non-Exempt

PARAEDUCATOR, COURT/COMMUNITY SCHOOLS

DEFINITION

Under general supervision, assists certificated teachers in reinforcing instruction to individual or small groups of court or community school students in classroom environments; assists students with performing academic and daily living activities; assists in implementing student Individualized Education Plans (IEPs); observes, monitors, and records student performance and behavior; performs administrative functions in support of classroom activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of Special Education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Itinerant Paraeducator in that the latter is a mobile assignment. This class is distinguished from the Paraeducator-Hearing Impaired in that the latter's focus is on assisting deaf and hard-of-hearing students. This class is distinguished from the Paraeducator–Special Education in that the latter is assigned to students requiring special health care needs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists certificated teachers in reinforcing instruction to individual or small groups of court or community school students in a classroom or other learning environment; monitors and oversees student drills, practices, and assignments in various subjects; confers with the teacher concerning lesson plans and materials and provides input and suggestions to meet student needs.
- Assists students in completing classroom assignments, homework, and projects in various subject areas including English as a Second Language; ensures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Observes and controls behavior of students in the classroom according to established policies and procedures; monitors students during outdoor, eating, field trips, and various other activities; monitors and reports progress regarding student performance and behavior.
- Assists with the implementation of Individual Education Plans (IEP's) and related goals and objectives; assists students with meeting IEP goals and objectives.

- Ensures the health and safety of students by following health and safety practices and procedures; maintains classroom and other assigned areas in a safe, orderly, and clean manner; wipes down and disinfects classroom equipment as needed.
- Monitors and assists students in the classroom and other school and community settings by answering questions and providing emotional support, patience, friendly attitude, and general guidance; assists in conflict resolution; facilitates and supports social interactions and fosters development of positive relationships between students.
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, and filing instructional materials; grades student tests and assignments and records grades.
- Maintains various records and files related to students, IEP's, attendance, and assigned duties.
- Communicates with Office staff and various outside agencies to exchange information and resolve issues or concerns related to student needs; assists students with developing communication skills as directed.
- Operates a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers, and assigned software.
- Participates in a variety of other assigned activities such as providing library services, circulating books, assisting with special events, requesting student documents and information, preparing awards, and picking up and distributing student meals, where applicable.
- Observes and complies with all County and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in special education; and

- One (1) year of progressively responsible experience working with children, preferably in an educational setting.

Licenses and Certifications:
This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Methods and practices of student guidance, especially as they relate to implementation of IEPs and students with learning, emotional, physical, cognitive, and/or behavioral conditions.
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.

- Classroom procedures and appropriate student conduct.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Support and engage students in positive learning in a classroom or other learning environment.
- Recognize individual student learning needs and adapt materials and homework assignments to facilitate learning.
- Use behavior change techniques and methods to decrease disruptive and problematic behavior while encouraging positive social learning.
- Reinforce instruction to individual or small groups of students with learning, emotional, physical, cognitive, and/or behavioral conditions as directed by the teacher.
- Learn, interpret, and apply individual goal-oriented student instructional plans.
- Learn, interpret, and apply Office rules, regulations, policies, and procedures.
- Supervise and manage student behavior according to approved policies and procedures.
- Organize, maintain, and update student records and files.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees are required to operate a vehicle to perform assigned work.