

Sutter County Superintendent of Schools

CLASSIFICATION TITLE: *Para-Educator, Regional Occupational and Alternative Education Programs*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under supervision, assists teacher in maintaining routine clerical records, supervising and guiding students in routine matters as may be assigned, and in maintaining discipline.

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the classroom teacher and general supervision of the Director, Adult Education/ROP

SUPERVISION OVER: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Maintains clerical records involving schedules, student's names, program activities, grades, attendance, bulletins and special projects.

Arranges supplies and materials in classroom for student use.

Assists in the preparation of graphic and audio-visual materials and equipment.

Assists in organizing and directing activities in the classroom.

Assists in grading papers.

Maintains records and monitors direction of specially funded projects.

May perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High School diploma or equivalent; must have completed one of the following at the time of hiring, pursuant to the Elementary and Secondary Education Act (ESEA): an associate's degree (or higher); or, 48 semester units of higher education; or, passing score on the paraprofessional exam; recent experience in the field specific to the course and curriculum; experience working with Developmentally Disabled Students (ROP/Special Education Class only). Prior Para-educator experience. Expressive and receptive second language.

Knowledge of:

Correct English usage, spelling, grammar, punctuation, and vocabulary; general office methods, procedures, and practices; basic arithmetic functions; interpersonal skills necessary to work successfully with students and staff; Tri-County ROP reporting procedures and practices; medical Terminology and administrative and clinical procedures related to the medical field (where applicable).

Ability to:

Learn specific procedures or techniques that will be used in the course as determined by the instructor; compile and maintain accurate clerical records and reports as directed in a concise, clear manner; assist with organizing and supervising student activities; speak and write effectively; operate common office machines and equipment effectively including a typewriter as well as a personal computer; type accurately at a rate required for successful job performance; establish and maintain cooperative and effective working relationships with fellow employees, students, and adults; understand and carry out oral and written instructions; develop a working understanding of the various programs offered at the school site.

Special Requirements:

Essential duties require, but are not limited to, the following physical abilities:

Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments; physically able to operate a variety of office equipment; must be able to drive a vehicle to transport students; facility to sit at a desk, table, on low chairs, on the floor or on mats, or in classrooms of various configurations for extended periods of time; facility to see, read and distinguish colors, a computer screen, educational materials, books and other printed matter, with or without vision aids; manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands; facility to hear and understand speech at normal classroom levels and outdoors, and to hear and understand speech on the telephone; facility to speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone; facility to move quickly on uneven terrain, play yards, and school grounds; facility to push wheelchairs or pull wagons with students; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.