

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Para-Educator

DEFINITION

Under the supervision of an administrator and general direction of a classroom teacher, assists the teacher in the education of students including management of student behavior; record keeping; instructional assistance; classroom safety, security and organization; and interaction and communication with students, support staff, parents/guardians, and agencies.

DISTINGUISHING CHARACTERISTICS

Para-Educators work in special education, juvenile court and community schools, and vocational education programs with a variety of at-risk and high-risk students. Students served are in need of academic assistance. These students have learning, communication, and behavioral or emotional disabilities. Students in the juvenile court school programs are served at lock-up correctional facilities and at community school sites.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

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.)

Student Safety and Behavior Management

Assists the teacher by observing and supervising classroom activities during the course of the instructional day to maintain a controlled and safe environment for students and staff including monitoring students during bathroom breaks, lunch time, and field trips; supervises students during yard duty to ensure rules are followed and activities are appropriate; assists students to correct buses and receives reports on behaviors or problems that occur during transportation before or after school; observes student behavior and maintains awareness of students' activities/actions including assessing gang affiliations to anticipate potential problems; communicates rules, expectations and consequences to the students; implements consequences for inappropriate behavior; communicates and implements student discipline plan; enforces dress code as needed; evaluates students' needs and provides interventions to redirect behavior; assesses crisis situations and intervenes to defuse situations using conflict resolution, crisis intervention, restraints, or assisting staff as appropriate; maintains constant alertness to changing environment and documents any occurrences that could lead to crisis situations; provides feedback to develop positive self-esteem of students; maintains awareness of fire drill procedures, earthquake preparation and emergency contingency plan; attends trainings regarding safety/security and behavior management as requested.

Classroom/Academic Support

After initial instruction by teacher, provides one-on-one and group instruction in academic or vocational areas; assists in physical education instruction; assists students with self-help, gross motor and social skills; assists students in extra-curricular activities; assists students in peer and cross-age tutoring; supervises students in class setting as directed by teacher or other staff; administers and corrects student tests; assists students in using computers; assists students with integration into regular classrooms; accompanies and supervises students during field trips; models appropriate behavior for students; maintains site morale; adapts materials and equipment to meet specific needs and learning styles of the student; evaluates student progress on work assignments and shares with teacher; assists the teacher in the physical setup and cleanup of the classroom for group instruction, projects, and activities; provides teacher with input for student programming; cleans classroom equipment, writing boards, and desks and maintains equipment in working order; prepares bulletin boards, and assists the teacher with daily and weekly lesson/work plans and follow-through; operates standard office and classroom equipment; provides first aid/cardiopulmonary resuscitation (CPR) as needed when properly certified; maintains awareness of physical and emotional changes in students and reports concerns to teacher or child protection services if appropriate; ensures personal and student safety pursuant to established procedures when working with students who may have infectious diseases; attends in-services and staff meetings as required.

Record Keeping

Assists the teacher in maintaining accurate records and reports including attendance records, daily charts of student progress, lunch count, emergency information, student files/records, student accident and incident reports, and various related forms; maintains classroom substitute manual; reviews transcripts to assist in calculating units and graduation requirements; completes incident reports for both positive or negative circumstances; corrects completed work assignments and records grades; assists the teacher in ordering and maintaining classroom supplies, equipment, and materials including completing purchase requisitions; may administer student medications and maintain log as directed by prescription, parent/guardian and school nurse; operates computer for preparation of class lists, schedules, documents, and record keeping.

Communications

Communicates with students, parents/guardians, instructional and support staff by letter, phone, e-mail, fax or personal contact as directed by the administrator or classroom teacher; develops and maintains a professional rapport with classroom teacher and other program staff; demonstrates sensitivity to needs of students, staff, and parents/guardians; maintains confidentiality of information regarding students; may assist bilingual students and parents/guardians with interpretation or translation.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a high school diploma or equivalent; any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children; experience working with at-risk/high-risk and/or children or adults with disabilities highly desirable.

Knowledge of:

Basic reading, writing, and math, as identified by passing a proficiency test in those three areas; basic clerical and record keeping procedures.

Skill and Ability to:

Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms with diverse populations; successfully supervise students; follow instructions with a minimum of direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; willing to work without immediate supervision in direct one-on-one and small group instruction; work in a team environment; carry out behavior management and conduct academic testing; willing to travel to different sites; adapt to individual needs of teachers and students and work with interruptions; respond quickly in emergency situations; understand and maintain confidentiality of student information; perform general clerical duties including record keeping and filing; accept, understand, and relate to students who have behavioral, emotional, learning, or physical disabilities; ability to stand for long periods of time; willingness to be trained and updated in first aid and CPR, safety/security and behavior management procedures; ability to assist students in use of computers in classroom ability to use standard office and classroom equipment.

Approved by the Personnel Commission 3/17/97

Revision approved by the Personnel Commission 2/13/02

(Title change from Instructional Assistant I)

Revision approved by the Personnel Commission 5/13/08

(Title change from Para-educator I)