

PARA-EDUCATOR
ALTERNATIVE EDUCATION

DEFINITION

Under supervision of the appropriate administrator and general direction of a classroom teacher, this person may assist in the instruction and care of alternative education students including management of student behavior; record keeping; instructional assistance; classroom organization; and interaction with students, support staff, parents and agencies.

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 Assistance

Carries out behavior management techniques according to discipline plans; monitors daily behaviors to maintain classroom order; redirects negative behaviors and reinforces appropriate behaviors; implements consequences for inappropriate behavior; physically restrains student if necessary for classroom safety; and monitors students while they are on campus. May assist with lunch service. Tutors students as needed.

Record Keeping

Assists teacher in maintaining accurate records and reports including attendance charting, daily charts of student progress, lunch count and money; prepares and maintains students files and records; files records and student accident reports; assists the teacher in ordering and maintaining the classroom supplies, equipment and materials including completing purchase requisitions; assists teacher in the physical setup of the classroom for group instruction, projects, and activities; assists teacher with daily and weekly lesson/work plans and follow-through; operates computer for preparation of schedules, documents and record keeping; operates office machines and provides teacher with input for student programming.

Staff Assistance/Interaction

Assists and provides the instructional team with new ideas for student goals; follows daily instructional schedule; assists in directing substitutes and other support staff on classroom processes; assists in the preparation of all necessary materials for lessons and conducts one-on-one and small group instruction in academic areas; and assists in the administration of diagnostic and placement tests.

Integration/Inclusion

Preplans materials necessary for classroom; reinforces proper behaviors while in classroom and in the community; works cooperatively with a wide variety of students and staff in various settings; adapts tools/materials necessary to perform class activities; accompanies students to class and independently drives a vehicle and monitors students on field trips, community based instruction, elective classes and ROP.

Safety

Maintains a safe and healthy class environment; sanitizes laundry and dishes; monitors student health daily; keeps toxins and medications out of reach and locked; uses safety procedures in

operating equipment; inspects equipment and monitors for minor repairs and preventative maintenance as needed; administers first aid and CPR, if necessary, and trained.

MINIMUM QUALIFICATIONS

Education and Experience

Basic reading, writing and math as identified by passing an approved test or at least 48 units of relevant college coursework plus 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; previous experience working with high risk students or adults is highly desirable.

Knowledge

Basic reading, writing and math as identified by passing a proficiency test in those three areas.

Skills and Ability

Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms; 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; adapt to individual needs of teachers and students and work with interruptions; adapt to changing conditions as needs dictate; respond quickly to emergency situations; work with students and staff; understand and maintain confidentiality; perform general clerical duties including record keeping and filing; accept, understand, and relate to students who have behavioral or learning disabilities; work with students with contagious diseases; ability and willingness to learn computer skills to assist students in use of computers in classroom; and willingness to be trained in the use of various equipment.

Physical Ability

Requires sufficient arm, hand and finger dexterity in order to operate a personal computer keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers. Requires lifting of light to moderate objects (between 20 to 30 lbs.) on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

Licenses and Certificates

Valid California Driver's License

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09/21/10