

PARA-EDUCATOR
LIBRARY & RESOURCE

DEFINITION

Under general direction, this person will set up and manage county school library, organize resource center and maintain schedule of classes for teacher training; assist in the instruction and care of students including management of student behavior; record keeping; instructional assistance; classroom organization; and interaction with students, support staff, parents and agencies; manage special projects as assigned.

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

Tutor students and conduct classes for extra curricular activities. Help academy teachers supervise and transport students when they have special events. 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. Set up and administer tests for students (under teacher direction when necessary).

Record Keeping

Assists teacher in maintaining accurate records and reports including attendance charting, daily charts of student progress; prepares and maintains students files and records as well as specific students files for ROP; files records; assists the teacher in ordering and maintaining the classroom supplies, equipment and materials including completing purchase requisitions; keep accurate logs of inventory items and where they are located; operates computer for preparation of schedules, documents and record keeping; operates office machines and provides teacher with input for student programming.

Staff Assistance/Interaction

Help in maintaining a positive, friendly and helpful atmosphere for guests and visitors. Maintain orderliness of Resource Center. Help prepare for meetings, by gathering necessary paperwork and checking availability of rooms and obtain necessary equipment, supplies and refreshments. Provide information regarding programs and help advertise upcoming classes and programs.

Safety

Maintains a safe and health class environment; uses safety procedures in operating a variety of office machines including computer, fax, printer, copy machine and multi-line, multi-function phone.

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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03/14/06