

## **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; recordkeeping; 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 programs with a variety of students who are in need of academic assistance and have learning, communication, and behavioral or emotional disabilities.

### **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 career technical 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; 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; operates computer for preparation of class lists, schedules, documents, and record keeping.

### **Communications**

Communicates with students, parents/guardians, instructional and support staff 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; general needs of students with behavior and emotional disabilities.

#### **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 with physical restraints; ability to assist students in use of computers in classroom; ability to use standard office and classroom equipment.

Revision approved by the Personnel Commission 3/10/15

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(Title change from Para-educator I)

Revision approved by the Personnel Commission 2/13/02

(Title change from Instructional Assistant I)

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