

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
PARAEDUCATOR - WELDING TECHNOLOGY**

Works under general direction of instructor to provide instructor and support supervision in a simulated on-the-job training program designed to provide job entry level skills that will qualify student for profitable, local employment in welding related fields. Builds, modifies, maintains, and sets up equipment and other tooling that parallels industrial practice so that workshop conditions simulate industrial condition.

DUTIES AND RESPONSIBILITIES

1. Assists certificated staff in classroom occupational training by reinforcing instruction in various vocational skills related to welding and the use of equipment and tools used in arc, gas, and tip welding operations.
2. Participates in lesson and program planning, staff meetings and conferences. Under the direction of the teacher-in-charge, plans work projects, prepares materials, sets up work stations and equipment for classroom and individualized activities, instruction and training, and imparts trade knowledge and performances regarding the occupational task being learned by the students.
3. Provides necessary supervision before, during, and after class activities to insure safe practices are followed that will minimize the possibility of injury when using tools and welding equipment.
4. Works with close specifications to build, modify, maintain, and set up various workshop equipment for instructional use.
5. Makes progress reports and helps instructor evaluate individual work activities and performance, and recommends an occupational area or areas in which a student can perform at a level that will allow for profitable employment.
6. Participates in making training as realistic to on-the-job welding as possible, including potential use of metric system.
7. Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS

Education: No special educational attainment is required although the perception and ability to foster student development in the Welding program is necessary.

Experience: Requires experience gained through job training or on work related to job training; the total is normally in excess of three months, but seldom in excess of one year.

**070106 -- Labor Grade 7, Salary Range 36 -- PARAEDUCATOR –
WELDING TECHNOLOGY**