

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

PARAEDUCATOR - VIDEO OCCUPATIONS

Works under general supervision to prepare materials and set up classroom and equipment for training and instruction. Carries out supervisor-assigned tasks to reinforce instruction and/or tutor students. Performs a wide variety of related tasks to assist students and instructors.

DUTIES AND RESPONSIBILITIES

1. Assists certificated staff in classroom occupational training by reinforcing instruction in various vocational skills related to video technology and the use of equipment and tools used in video 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 equipment.
4. Works with close specifications to operate, modify, maintain, and set up various workshop equipment for instructional use.
5. Participates in making training as realistic to on-the-job video operations as possible.
6. Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS

Education: High School education or recognized equivalent.

Experience: Requires experience gained through vocational training and or on work experience related to the position training.

Fingerprint screening and three work related references required.

070106 - Labor Grade 7, Salary Range 36 – Paraeducator/Video Occupations

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