

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

**PARAEDUCATOR, SPECIAL EDUCATION  
THERAPEUTIC LEARNING CENTER**

Works under general supervision with autistic and seriously disturbed teenagers and young adults in both school and home settings in providing continuity of programming and therapeutic intervention. Participates and assists in planning and carrying out supervisor assigned tasks to reinforce instruction and/or tutoring pupils. Performs a wide variety of related tasks to assist and care for children while they are under school supervision.

**DUTIES AND RESPONSIBILITIES**

Although the job tasks may vary due to specific requirements from one program to another, or because of assignments made by certified personnel, duties and responsibilities listed below are not intended to be all inclusive but are descriptive of the typical tasks performed.

1. Assists certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to the handicapped. Interacts with pupils in their activities, encouraging performance, observing progress, and sharing observations with the teacher.
2. Participates in lesson and program planning, staff meetings, and conferences. Enters into a helping relationship with the pupil under the supervisor's direction to foster learning in an atmosphere of acceptance.
3. Supports the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment; actively works with pupil during an activity. Provides necessary supervision in such activities as field trips, rest time, playground, meal service, and the arrival and departure of children.
4. Reinforces training and/or instruction by tutoring students in motor and perceptual skills; oral, reading, spelling, and math skills; and work training programs. Assists in the student work and activities, excluding the assignment of grades.
5. Assists children in special training regarding dressing and eating skills, personal hygiene and grooming.
6. Follows accepted principles, practices, rules and regulations in regard to feeding, toileting, lifting, and caring for handicapped and/or mentally retarded children.
7. May be required to perform a variety of routine custodial duties.
8. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

**MINIMUM QUALIFICATIONS**

Education: Requires the perception and ability to foster student development in an assigned special education program.

Experience: A demonstrated capacity to secure cooperation and conformity with special education objectives, normally requiring experience gained through job training or on work related to job training preferably involving autistic and seriously disturbed teenagers and young adults. Willingness to work with low functioning 12-17 year old students with severe communication and behavior disorders and assaultive behavior, who have toileting and other self-help needs.

**070106 -- Labor Grade 7, Salary Range 36 - PARAEDUCATOR, SPECIAL EDUCATION/  
THERAPEUTIC LEARNING CENTER**

**G:/Classified/Paraeducator Therapeutic Learning Center 070106**