

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

**PARAEDUCATOR
SPECIAL EDUCATION AND ALTERNATIVE EDUCATION**

DEFINITION

Works with general supervision to prepare materials and set up classrooms for training and instruction. Participates and assists in lesson planning and carrying out supervisor assigned tasks to reinforce instruction and/or tutor students. Performs a wide variety of related tasks to assist and care for students 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 certificated personnel, duties and responsibilities listed below are not intended to be all-inclusive but are descriptive of the typical tasks performed.

- Assists certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to challenged individuals.
- Interacts with students in their activities, encouraging performance, observing progress, and sharing observations with the teacher.
- Participates in lesson and program planning, staff meetings, and conferences.
- Provides a supportive relationship with the student under the supervisor's direction to foster learning in an atmosphere of acceptance.
- Supports the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment;
- performs clerical tasks and operates office equipment in the preparation of learning materials;
- Actively works with students during an activity, and assists with clean-up after an activity.
- Provides necessary supervision in such activities as field trips, rest time, playground/yard, meal service, and the arrival and departure of students.
- 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 maintaining discipline and order in the classroom.
- Assists in the grading and correction of work and activities.
- May assist in developmental program, which includes language, gross, and fine motor, cognitive, social, emotional, and self-help skills.
- Assists students in special training regarding dressing and eating skills, personal hygiene, and grooming.
- Follows required safety and health techniques such as, but not limited to, feeding, toileting, cathertization, suctioning, lifting, use of adaptive equipment and materials.
- Follows universal health precautions as it relates to the employee/student safety.
- May be required to perform a variety of routine custodial duties as related to student needs.

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. 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 the special and alternative education objectives, normally requiring 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.