

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

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 variety of related tasks to assist students and instructors.

**DUTIES AND RESPONSIBILITIES**

1. Assists teacher in the classroom by reinforcing instructions and demonstrating the operation of selected equipment and software. Interacts with students in their training activities, encouraging performance, observing progress, and sharing observations with teacher.
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. Helps students under the teacher's direction to facilitate learning.
4. Supports the goals and objectives of classroom activities by assisting in the preparation of materials, obtaining required supplies and equipment, and assisting with clean-up.
5. Performs clerical duties required to assist instructors with attendance accounting, maintaining confidential files, maintaining general files, and ordering supplies.
6. Performs other duties as assigned requiring essentially the same effort, skill, and responsibility when program requirements are changed or modified.
7. Demonstrates and uses, with proficiency, the following equipment during the course of instruction: Keyboard use, calculating machines, personal computers, related software programs, printers, and other office machines.

**MINIMUM QUALIFICATIONS**

Education: High School diploma or recognized equivalent and specialized training in typing, computers and related software, the use of standard office machines, and general business courses.

Experience: Requires experience gained through vocational training and or related work experience.

Fingerprint screening and three work related references required.

**070106 Labor Grade 7, Salary Range 36 – PARAEDUCATOR – BUSINESS OFFICE  
TECHNOLOGY**

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