

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

PARAEDUCATOR/AUTO 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 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 the auto industry and the use of hand and power tools, such as electrical measuring devices, boring bar, drill press, wheel balancer, etc.
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.
4. Works with close tolerance 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 the automotive industry as possible.
7. 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 the auto technology program. High School diploma or equivalency required.

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

Fingerprint screening and three work related references required.

070106-- Labor Grade 7, Salary Range 36 -- PARAEDUCATOR/AUTO TECHNOLOGY

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