

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: Paraeducator-Alternative Education

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist a classroom teacher(s) in the instruction, supervision, and training of individual or groups of students involved in Juvenile Court School Programs and to perform a variety of related duties in the maintenance of an effective learning environment for students.

DISTINGUISHING CHARACTERISTICS

This job class is distinguished from the Paraeducator-Special Education classification in that it assists in academic teaching and support to delinquent youth county juvenile institutions, residential programs and community schools in the Alternative Education Department (AED). Employees in this classification receive direct to general supervision within a framework of standard policies and procedures. This job class provides responsible instructional assistance to assigned teachers/students in implementing the educational and social objectives. This job class requires a high degree of positive contact with both students and instructional staff.

ESSENTIAL AND TYPICAL DUTIES

- Assists teacher in individual and group instruction of students in various learning situations including academic subjects, athletics and crafts
- Assists in supervising students (including students in locked facilities) to maintain effective learning environment, noting behavioral problems observed and applying approved disciplinary procedures; May monitor students during bathroom visits as appropriate
- Assists teacher in the continuous monitoring of student progress, working with or tutoring students, reviewing students' performance and discussing students' needs: participates with teachers after formal conferences
- Performs a variety of related clerical and record keeping duties such as maintaining files, logging and reporting student attendance and incidents, collecting, recording, and filing absence notes, completing tracking forms, requesting transcripts and processing enrollment and termination information, other duties may include typing, filing and distributing mail
- Assists students in times of emotional crisis and offers support by suggesting alternatives; may initiate referrals to other professionals when indicated
- Under the direction of the teacher or counselor assists in the implementation of students' individual behavior management programs by observing students' behavior, delivering consequences to encourage desired behavior and charting data
- Monitors and recognizes potentially serious behavior patterns and reports them to appropriate personnel
- Works with County Sheriff and County Probation Department in the course of assigned duties
- Communicates with parents/guardians, communicating student problem areas or concerns, verifying absences, tardiness and conveying information regarding possible consequences
- Prepares materials for instructional exercises and materials
- Corrects, grades, and records tests, assignments and homework papers
- Maintains confidentiality of student information in accordance with legal requirements and policies
- May administer, and score placement/competency tests, documenting and distributing results; may input, edit and maintain test score data for specified data base or information system
- Orients substitute teachers/aides to classroom routine/procedures and individual student needs
- Participates as a member of a committee or team; may assist with the development and implementation of individual or site crises management plans

- Assists with lunch ordering activities; may prepare and serve lunch to students; verifies food deliveries are accurate and complete
- May work with group homes, health organizations, community and youth agencies in the course of assigned duties
- Schedules parent/teacher conferences as needed
- May participate in new student interviews and orientation meetings
- May physically restrain students who become out-of-control and assist in administering proper disciplinary actions
- Participates in the planning of and may make necessary arrangements for field trips and other program activities; supervises students during field trips as assigned
- May make home visits in special circumstances
- Performs related duties as required

EMPLOYMENT STANDARDS

Knowledge of:

- Practical learning patterns and behavior
- Concepts of child development and adolescent behavior
- Basic characteristics of human behavior
- Math and reading skills
- Effective recordkeeping methods and techniques
- First aid for minor injuries
- Proper English usage, grammar, vocabulary, spelling, and punctuation

Ability to:

- Assist in the instruction of a variety of subjects including reading, writing and mathematics
- Understand and carry out both oral and written instructions in an independent manner
- Understand the needs of students in difficult circumstances and to effectively relate to these needs in a learning and/or recreational situation
- Model communication and interaction that respects and includes all individuals and their languages, abilities, religions and cultures
- Analyze situations accurately and adopt an effective course of action
- Effectively supervise students in a variety of situations
- Operate standard office/classroom equipment which may include desktop computer, copy machine, tape recorders and projectors
- Maintain effectiveness in stressful situations
- Meet the physical requirements necessary to safely and effectively perform the required duties
- Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.

May require:

Some positions in this class require oral and/or written skills in a second language other than English as designated by the County Office of Education; some positions in this classification may require travel between school sites; some positions may require attention to safety in the classroom where students may have self-abusive tendencies or could cause serious injuries to others.

EDUCATION AND EXPERIENCE

Education:

Candidates must meet one of two conditions:

- Possession of a high school diploma or equivalent and at least 48 semester units earned at an institution of higher learning that is accredited by one of the seven accrediting associations authorized by the U.S. Department of Education; or
- Possession of a high school diploma or equivalent and the ability to obtain a passing score on the County Office of Education No Child Left Behind (NCLB) Paraprofessional Examination.

Experience:

- One year of paid or volunteer experience working with at-risk youth in an educational setting preferred.

BARGAINING UNIT: Paraprofessional Unit

WORKING ENVIRONMENT: Indoor, classroom and outdoor environments

PHYSICAL DEMANDS: Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; and lifting light objects.

Personnel Commission Approval: 09/84

Revised: 01/85, 09/91; 2/14/08; 05/19/11