

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR, COURT/COMMUNITY SCHOOLS

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a teacher in reinforcing instruction to individual or small groups of court or community school students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans; perform a variety of clerical duties in support of classroom and program activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a teacher in reinforcing instruction to individual or small groups of students enrolled in court or community school programs; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; take student attendance as assigned; grade student tests and assignments and record grades as required.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation of lesson plans and development of educational goals and strategies; assist in administering and monitor students during tests as assigned.

Observe and control behavior of students in the classroom according to approved procedures; assure students remain on task; report progress regarding student performance and behavior; monitor students during library, lunch, outdoor, recreational, field trip, break and other activities as required.

Prepare and maintain a variety of records, reports and files related to students, tests, programs, grades, incidents, attendance and assigned activities.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with County Office staff and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office and classroom equipment such as copiers, fax machines, typewriters,

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Assist in the preparation of instructional materials and grade student tests and assignments.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer and assigned software.
Observe health and safety regulations.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the Individuals with Disabilities Education Act of 2004 (IDEA) and the Elementary and Secondary Education Act of 2001 (ESEA) are: