



Orange County Department of Education
Human Resources Department
Classified Class Specification

Class Code: 4003
Date Adopted: 7/1/2024

FLSA Status: Nonexempt
Union Representation: Represented

Paraeducator – Alternative Education

GENERAL PURPOSE

Under general supervision, assists in providing instruction to individual or small groups of students in assigned subject-matter areas to reinforce classroom lessons; observes, monitors, and records student behavior and performance; assists teachers in maintaining student academic and attendance records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Paraeducators – Alternative Education are responsible for tutoring and assisting in providing instruction to individual and small groups of students to reinforce classroom lessons and improve in skill areas. Work assigned to a Paraeducator – Alternative Education requires knowledge of subject areas applicable to an area of assignment and the ability to provide instructional support to students in an effective and engaging manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Work with and tutor individual and small groups of students in assigned subject matter areas to reinforce class lessons, improve skill levels, and assist students in completing class and homework assignments; and work with students in small groups or on an individual basis in reading and writing to improve students' literacy skills and abilities using provided structured lesson plans and phonics inventory strategies.
2. Perform guided reading and uses instructional materials to aid the learning process; assist in the supervision and monitoring of students while they are completing drills, practices, projects, tests, and assignments; and during classroom and recreational activities.
3. Grade student assignments and tests; ensure accuracy and completeness; and analyze areas where students may need additional educational development; and record grades in file.
4. Observe, monitor, and record student performance; assist in assessing a student's learning needs based on their performance in individual or group tutoring sessions; and meet with teachers to discuss progress and student educational needs.
5. Assist in maintaining a clean, orderly, focused, and safe learning environment; assist with student discipline, conflict resolution and controlling student behavior as needed; assist in cleaning and straightening the classroom; and may provide basic first aid as needed.

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6. Perform general clerical duties in support of the classroom; prepare, organize, and maintain a variety of student records and files; duplicate materials.
 7. In some assignments perform light typing responsibilities to prepare a variety of standard materials, correspondence, and/or other assigned documents; perform data entry to update applicable computer records and databases; and process standard forms related to areas of responsibility.

OTHER DUTIES

1. Administer and monitor students during state mandated testing.
2. Assist in the enrollment of new students.
3. Attend a variety of meetings and training sessions as required.
4. May order office and instructional supplies and/or answer telephone, direct callers, and take messages, etc.
5. Assist in maintaining an organized and clean school site.

QUALIFICATIONS

Knowledge of:

1. Assigned subject matter areas, including mathematics, grammar, spelling, language, writing, and reading.
2. Methods and practices of instruction.
3. Correct English usage, including spelling, grammar, and punctuation.
4. Administrative practices and procedures, including record keeping and filing practices and procedures.

Ability and Skill to:

1. Tutor and engage students in positive learning.
2. Operate a computer and other standard office equipment.
3. Organize, set priorities, and exercise sound judgment within areas of responsibility.
4. Organize and maintain confidential student records and files.
5. Communicate clearly and effectively, both orally and in writing.
6. Understand and follow written and oral instructions.
7. Deal with sensitive and difficult situations.
8. Establish and maintain effective working relationships with OCDE management, administrators, faculty, staff, parents, students, and others encountered in the course of work.
9. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is one (1) year of experience working with children in an organized setting and one of the following; or an equivalent combination of training and experience:

- Completion of at least two (2) years of study at a college or university; OR,
- An Associate of Arts degree; OR,
- Satisfactory completion of an approved paraeducator test; OR,
- Demonstration of a rigorous standard of quality through a state or local assessment including knowledge of and the ability to assist in instruction in reading, writing and mathematics.

Licenses; Certificates; Special Requirements:

Some assignments require demonstrated proficiency in a designated second language to carry out the assigned duties described above.

Some assignments require background clearance conducted by probation department.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees work in a classroom setting, and the noise level is generally quiet.