



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 4003
Date Adopted: July 1, 2008**

**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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Works with and tutors 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; works 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; performs guided reading and uses instructional materials to aid the learning process; assists in the supervision and monitoring of students while they are completing drills, practices, projects, tests, and assignments; and during classroom and recreational activities.
2. Grades student assignments and tests; ensures accuracy and completeness; analyzes areas where students may need additional educational development; records grade in file.
3. Observes, monitors, and records student performance; assists in assessing a student's learning needs based on their performance in individual or group tutoring sessions; meets with teachers to discuss progress and student educational needs.
4. Oversees student activities and assists in observing and controlling student behavior; assists with student discipline and conflict resolution; assists in maintaining a focused and safe learning environment; escorts students as needed; accompanies classes on field trips to assist in supervising students; covers the classroom as needed and supervises students during nutrition breaks and yard time.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

5. With teacher guidance and direction, prepares educational materials for classroom use; operates instructional equipment; sets up and prepares classroom bulletin boards, work areas, displays, and exhibits.
6. Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning and straightening the classroom; may provide basic first aid as needed.
7. Performs general clerical duties in support of the classroom; prepares, organizes, and maintains a variety of student records and files; duplicates materials.
8. In some assignments performs light typing responsibilities to prepare a variety of standard materials, correspondence, and/or other assigned documents; performs data entry to update applicable computer records and databases; and processes standard forms related to areas of responsibility.

OTHER DUTIES

1. Administers and monitors students during state mandated testing.
2. Picks up and drop off of mail to front or regional office.
3. Attends a variety of meetings and training sessions as required.
4. Orders office and instructional supplies.
5. Answers telephone, directs callers, takes messages, etc.
6. Assists 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 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.

Ability to: (cont.)

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 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 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.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with OCDE management, administrators, faculty, staff, parents, students, and others 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 the essential functions. Employees work in a classroom setting, and the noise level is generally quiet.