

JOB TITLE: CTE Instructor – Paraeducator

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provide instruction to students, independently and in groups, in designated curricular areas of the Paraeducator field to include, but not limited to supporting instruction, reading skills, writing skills and mathematics skill.

Instruct core concepts of paraeducator field and provide work-based learning activities that offer students the opportunity to connect classroom learning to authentic industry experiences. Reports directly to the College and Career Readiness Administrator.

#### MINIMUM QUALIFICATIONS

- High School Diploma/GED required
- A valid California Designated Subjects Career Technical Education (CTE) Teaching Credential or ability to obtain with the industry sector Education, Child Development and Family Services or appropriate industry work experience to qualify for this CTE credential.
- At least 3 years of industry experience.
- Candidate must be willing and have the ability to attain a Career Technical Education (CTE) Credential. This includes having a least 3 years of Paraeducator experience and a High School Diploma/GED.

#### KNOWLEDGE AND ABILITIES:

In addition to the appropriate CTE Credential, the ideal candidate would possess the following:

- Strong knowledge in the following area:
  - Assisting certificated teacher in operating a classroom and instructing individual or small groups of students.
  - Assisting certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records.
  - Assisting individual students in specific areas of challenge as necessary.
  - Positive student behavior interventions in the classroom and assists instructor with appropriate approaches to discipline when necessary.
- Ability to instruct in person and via distance learning platforms.

#### ESSENTIAL DUTIES

- Performs the primary role of a leader of learning, as assigned.

- Instructs students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
- Establishes rules for behavior and procedures for student behavior and utilizes positive behavior intervention and management systems for maintaining a positive classroom environment among students.
- Observes and evaluate students' performance, behavior, and social development.
- Prepares objectives and outlines for courses of study.
- Plans and conducts activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question and investigate.
- Prepares plans in written form for successfully conducting the learning activities assigned.
- Provides work-based learning activities that reinforce learning.
- Assists in recruitment and employment of students.
- Completes and deliver written reports as required.
- Stimulates the exchange of information about the class, the program, education, and employment.
- Establishes and maintain cooperative relationships with others.
- Acquires work-based learning and/or internship sites.
- Promotes ongoing interaction between pupils and businesses to strengthen the relationship between schools and community.
- Ensures the student is academically and technically prepared to go into industry.

#### MARGINAL DUTIES

Performs other duties within the scope of CTE Instruction – Paraeducator

#### PHYSICAL ACYIVITY REQUIREMENTS

Work Position (Percentage of time):

Standing (60%)      Walking (20%)      Sitting (20%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (3)	Bending (3)	
Pushing and/or Pulling Loads (3)		Reaching Overhead (3)	Kneeling or Squatting (2)	
Climbing Stairs (2)		Climbing Ladders (0)		