

JOB TITLE: Classroom Specialist (ROP) Paraeducator (Range 13)

Range 14 (48 units), Range 15 (AA Degree), Range 16 (BA Degree)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To provide assistance to students and a certificated instructor in the ROP Paraeducator Tutorial class

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or G.E.D. equivalent; must pass proficiency examination as required by State or Federal guidelines.
- Minimum of six (6) months work experience and/or education in providing assistance in the classroom as defined by course objectives.
- Ability to understand and follow both oral and written instructions.
- Ability to work with students in specialized and regular settings with patience and understanding.
- Ability to handle confidential materials with discretion.
- Ability to establish and maintain effective work relationships with students, teachers, parents, and the general public.
- Possession of a valid California driver's license preferred.
- Knowledge of safety procedures specific to vocational area.
- Experience in supervising students preferred.
- Education and/or training that demonstrates ability to perform the duties as defined.

This work consists of routine instructional tasks at an entry level within a classification series.

EXAMPLES OF DUTIES

- Assists certificated instructor in operating classroom and instructing students.
- May work independently with a group of students in the absence of the teacher.
- Assists certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records.
- Assists individual students in specific problem areas as necessary.
- Helps maintain order in the classroom and assists instructor with appropriate discipline when necessary.
- Performs class-related clerical work.
- Assists in maintaining a clean and orderly classroom.
- Orders, repairs, inventories, and secures materials and equipment.
- Assists instructor in operating the classroom and teaching the job skills required for future employment.
- Assists students in learning related skills necessary for successful performance of vocational areas.
- Assists students in learning the operation of various equipment, machines, or devices used on the job.
- Collects, reviews, grades, records, and files students' work.
- Performs related duties as required.

This work consists of routine to moderately complex technical and responsible paraprofessional duties at the entry level within a classification series.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing(30%)

Walking(20%)

Sitting(50%)

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

Reaching

Kneeling or

Pulling Loads (3)

Overhead (2)

Squatting (2)

Climbing Stairs(2)

Climbing Ladders(1)