

Solano County  
Office of Education

JOB TITLE: Paraeducator, Court/Community Schools (Range 13)  
Range 14 (48 units), Range 15 (AA Degree), Range 16 (BA Degree)

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist a certificated instructor in all areas as assigned and to assist in maintaining a classroom conducive to learning.

#### JOB REQUIREMENTS AND QUALIFICATIONS

- Experience in tutoring and supervising small groups of students.
- Minimum of six (6) months experience working with children.
- High school diploma or G.E.D. equivalent.
- An Associates degree or 48 units from an institution of higher education. Otherwise, a passing grade on all sections of the assessment test given by SCOE and a minimum of six (6) college units or CEUs in related field.
- Must have valid CPR and First Aid certification, or ability to obtain certification.
- 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.
- Ability to learn and follow safety rules and regulations of the Solano County Office of Education Court/Community School programs.
- Possession of a valid California driver's license preferred.

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

## ESSENTIAL DUTIES

- Assists certificated teacher in operating classroom and instructing individual or small groups of students.
- Supervises students in community-based or regular education-based programs.
- 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.
- Takes proper action in situations that threaten the safety of the students or staff.
- Helps maintain order in the classroom and assists instructor with appropriate discipline when necessary.
- Performs class-related clerical work.
- Assists students in use of computers.
- Assists in maintaining a clean and orderly classroom.
- May receive and record money for classroom activities.
- May be required to drive with or without students.
- Orders, repairs, inventories, and secures materials and equipment.
- Collects, reviews, grades, records, and files students' work.

## MARGINAL DUTIES

- May attend meetings such as IEP, SARB, parent-teacher, etc.
- Performs related duties as required.

## 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 (20%)                      Walking (10%)                      Sitting (70%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (1)                      Bending (3)

Pushing and/or  
Pulling Loads (1)                      Reaching  
Overhead (2)                      Kneeling or  
Squatting (2)

Climbing Stairs (1)                      Climbing Ladders (1)