MARTINEZ UNIFIED SCHOOL DISTRICT
Classified Job Description

PARAEDUCATOR - ONE-ON-ONE
9 Months/Year

Definition
Under supervision of the classroom teacher, to perform a variety of daily living skill activities; to provide intensified learning experiences for students in assigned areas; to provide a liaison between school and home; to provide a variety of supportive tasks for the teacher; and to do related work as required.

Example of Duties
● Assists physically disabled student on a one-to-one basis with movement around classroom and campus;
● Tutors student to reinforce and follow-up learning activities;
● Assists instructional personnel with the presentation of learning and instructional exercises so that student can be made part of the group;
● Supervises student in classroom, on field trips and during other activities;
● Assists with instruction, as needed, when student is engaged in independent activities; and
● Assists instructional personnel with parental contacts and materials to be sent home.

Desirable Qualifications

Knowledge of:
● Physical handicaps;
● Techniques used in controlling and motivating children;
● Correct English usage; and
● General purposes and goals of public education.

Ability to:
● Assume responsibility for supervising a physically handicapped student;
● Demonstrate patience, warmth and a liking for children;
● Learn and utilize standard teaching aids;
● Learn and utilize basic methods and procedures to be followed in an instructional setting;
● Understand and carry out oral and written directions;
● Maintain cooperative and effective working relationships with children and adults; and
● Lift student, as required by individual needs.

Experience
● One year of paid or volunteer experience working with children in an educational or child care setting; and
● Experience working with physically handicapped children is highly desirable.

Education
● Equivalent to the completion of the twelfth grade, preferably supplemented by courses in child care, psychology or guidance; and
● Valid Cardiopulmonary Resuscitation (CPR) and first aid certification to be maintained for duration of Paraeducator - Health Attendance position.

License
Possession of a valid California Motor Vehicle Operator's License is required.