MARTINEZ UNIFIED SCHOOL DISTRICT
Classified Job Description

PARA-EDUCATOR – PARAEDUCATOR C
9.5 Months/Year

Definition
Under supervision of an assigned supervisor, to perform a variety of instructional activities; to provide intensified learning experiences for students in assigned areas; to provide a variety of clerical and supportive tasks for teachers; to assist on a periodic or regular basis with the lifting and/or toileting, eating, hygiene and mobility needs to students; and to do related work as required. The District Office is home based - the assignment to site or sites will be based on student needs.

Distinguishing Characteristics
Positions assigned to this class are distinguished by the assignment of duties in the area of working with students in the Special Education Program. Incumbents are expected to have an understanding of and sensitivity to learning difficulties encountered by these students.

Example of Duties
• Assists students with toileting (stipend included in salary schedule), eating, and hygiene needs
• Assists with transporting students, including those in wheelchairs
• Tutors individuals and small groups of students to reinforce and follow-up learning activities;
• Assists certificated staff with the development and presentation of learning materials and instructional exercises;
• Supervises student in classroom, on field trips and during other activities;
• Assists with instruction, as needed, when student is engaged in independent activities
• Assists instructional personnel with parental contacts and materials to be sent home.
• Maintains student records, attendance and files;
• Assists in maintaining a neat, orderly and attractive learning environment by performing such tasks as cleaning the room, arranging displays, or preparing bulletin boards;
• May communicate in a foreign language with students to help clarify instructions and answer questions. This is not indeed to be used for translation services between home and school.

[Note: The District believes that the phrase “toileting” has in the past and current practices represented both, taking students to the toilet and assisting, as well as diapering.]

Desirable Qualifications

Knowledge of:
• Physical Handicaps;
• Techniques used in controlling and motivating children;
• Correct English usage;
• Routine record keeping;
• General purposes and goals of public education

**Ability to:**
• Assume responsibility for supervising students;
• 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

**Experience**
• One year of experience working with children in an educational or child care setting, preferably including experience working in Special Education.

**Education**
• Equivalent to the completion of the twelfth grade, preferably supplemented by courses in child care, psychology or guidance.

Revised & Approved 11/13/18