MARTINEZ UNIFIED SCHOOL DISTRICT
Classified Job Description

PARA-EDUCATOR - INTENSIVE
[Note: This proposal combines the one-to-one position and the intensive position]
9 Months/Year

Definition
Under supervision of an assigned supervisor, 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 students with toileting, eating, and hygiene needs
• 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 certified staff with the presentation of learning and instructional exercises so that student can be made part of the group;
• May communicate in a foreign language with students to help clarify instruction and answer questions. This is not intended to be used for translation services between home and school.
• 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.

[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;
• 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;
• 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;
• 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;

Revised & Board Approved 11/13/18