

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR-OPPORTUNITY YOUTH ACADEMY

BASIC FUNCTION:

Under the supervision of the site administrator, assists classroom teachers in the instruction, supervision, and training of individuals or groups of students enrolled in Opportunity Youth Academy ("OYA"), which includes students receiving either regular and/or special education instruction; performs a variety of related duties in the maintenance of an effective learning environment for students.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from the Paraeducator-Special Education and Paraeducator-Alternative Education classification in that the incumbent assists with academic teaching and support to 16 to 24-year olds who are re-entering school to complete their high school diploma. Employees in this classification receive direct-to-general supervision within a framework of standard policies and procedures. This job class provides responsible instructional assistance to assigned teachers/students in implementing the educational and social objectives. This job class requires a high degree of positive contact with both students and instructional staff.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Assists teachers in individual and group instruction of students in various learning situations including academic subjects, athletics, and crafts.

Assists in supervising students, including students in locked facilities, to maintain an effective learning environment; notes behavioral problems observed and applies approved disciplinary procedures; monitors students during bathroom visits as appropriate.

Assists teachers in monitoring student progress toward general education and special education academic goals, works with and tutors students, reviews student performance, discusses student needs; participates with teachers after formal conferences.

As needed, assists in the implementation of assigned sections of a student's Individualized Educational Plan ("IEP") and behavior intervention plans which may involve use of approved behavior modification, physical management techniques, or other skills or knowledge to establish and maintain appropriate behaviors.

Performs a variety of related clerical and record keeping duties, such as, but not limited to, maintaining files, logging and reporting student attendance and incidents, collecting, recording, and filing absence notes, completing tracking forms, requesting transcripts and processing enrollment and termination information, other duties may include typing, filing and distributing mail.

Assists students experiencing emotional crisis and offers appropriate support and guidance; may initiate referrals to other professionals as directed.

Under the direction of the teacher or counselor, assists in the implementation of individual behavior management programs for students by observing student behavior, delivering consequences to encourage desired behavior, and charting data.

Monitors and recognizes potentially serious behavior patterns and reports them to appropriate personnel.

Works with County Sheriff and County Probation Department in the course of assigned duties.

Communicates with OYA Navigators and other staff for a variety of reasons, including but not limited to, communicating student problem areas or concerns, verifying absences, tardiness and conveying information regarding possible consequences.

Prepares materials for instructional exercises and materials; corrects, grades, and records tests, assignments and homework papers as directed by an OYA teacher.

Maintains confidentiality of student information in accordance with legal requirements and policies.

Assists with administering and score placement/competency tests, documenting and distributing results; may input, edit and maintain test score data for specified data base or information system.

Orients substitute teachers/aides to classroom routine/procedures and individual student needs.

Participates as a member of a committee or team; may assist with the development and implementation of individual or site crises management plans.

Assists with lunch ordering activities; may prepare and serve lunch to students; verifies food deliveries are accurate and complete.

May work with group homes, health organizations, and community and youth agencies in the course of assigned duties.

Schedules parent/teacher conferences as needed in coordination with OYA Navigators and other staff.

May participate in new student interviews and orientation meetings.

May physically restrain students who become out-of-control and assist in administering proper disciplinary actions; attends to safety in the classroom especially if students have self-abusive tendencies or could cause serious injuries to others.

Participates in the planning of, and may make necessary arrangements for, field trips and other program activities; supervises students during field trips as assigned.

May be required to travel with the use of private transportation to make home visits in special circumstances and with another OYA staff members present, or to visit multiple OYA sites within the school day or week.

May assist students with physical needs as necessary, such as, but not limited to, assisting students in and out of a wheelchair.

Assists with maintaining first aid supplies and disaster preparedness supplies.

Administers first aid in accordance with established procedures and policies, as needed.

Attends and assists with a variety of meetings as assigned, some of which may be held beyond the normal work day hours.

OTHER DUTIES:

Performs related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practical learning patterns and behavior.

Concepts of child development and adolescent behavior.

Basic characteristics of human behavior.

Math and reading skills.

Effective recordkeeping methods and techniques.

First aid for minor injuries.

Proper English usage, grammar, vocabulary, spelling, and punctuation.

ABILITY TO:

Assist in the instruction of a variety of subjects including reading, writing and mathematics.

Understand and carry out both oral and written instructions in an independent manner.

Understand the needs of students in difficult circumstances and to effectively relate to these needs in a learning and/or recreational situation.

Model communication and interaction that respects and includes all individuals and their languages, abilities, religions and cultures.

Analyze situations accurately and adopt an effective course of action.

Effectively supervise students in a variety of situations.

Operate standard office/classroom equipment which may include desktop computer, copy machine, tape recorders and projectors.

Maintain effectiveness in stressful situations.

Meet the physical requirements necessary to safely and effectively perform the required duties.

Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Education:

Candidates must meet one of two conditions:

- Possession of a high school diploma or equivalent and at least 48 semester units earned at an institution of higher learning that is accredited by one of the seven accrediting associations authorized by the U.S. Department of Education; or
- Possession of a high school diploma or equivalent and the ability to obtain a passing score on the County Office of Education No Child Left Behind (NCLB) Paraprofessional Examination.

Experience:

- One year of paid or volunteer experience working with at-risk youth in an educational setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

A safe driving record which meets the County Office of Education's insurance requirements.

Some positions in this class may require:

The use of a private vehicle for travel between sites or to student homes.

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, classroom and outdoor environments.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; and lifting light objects.

Approved by the Personnel Commission: September 14, 2016; Revised Approval: November 9, 2016



Kristin Olson
Director – Classified Personnel Services

11/09/2016

Date