

# ventura charter school

*of arts and global education*

## **Classified Job Description**

**TITLE:** Paraeducator

**SALARY RANGE:** \$13.36-\$16.74 per hour

**WORK YEAR:** 177 days

**BASIC FUNCTION:** To assist teachers and other certificated staff in the instruction, supervision, and training of individual or groups of special education students in a full inclusion setting, by performing a variety of instructional support and or physical care activities. To provide a warm and caring environment for students while maintaining appropriate boundaries. Employee will assist students as needed, while developing students' independence.

### **REPRESENTATIVE DUTIES:**

- Assist teacher and/or other certificated staff in operating a classroom of regular and special education students.
- Instructs assigned students in basic academic, language, and/or specialized subject areas related to level of achievement.
- Present lessons and reinforce concepts.
- Assist in the supervision of students to maintain effective learning and/or safe play/recreational environments.
- Provide teacher(s) with information on student progress through observation, daily contact, and maintaining accurate student progress records/logs.
- Administer, check/score and record standardized, level, unit and other classroom tests/daily assignments, and homework.
- Assist in the supervision of students during lunch, recess, field trips, etc.
- Perform a variety of clerical support functions assigned.
- If needed, assist physically or neurologically disabled students in any personal hygiene and grooming functions including toileting, eating, dressing and other self-help skills.
- Perform related duties similar to the above in scope and functions as required.

### **TRAINING, EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or Associate Degree and passing of competency exam.
- Experience working with special needs students.

### **KNOWLEDGE AND ABILITIES:**

- Mild/moderate, as well as, moderate/severe disabilities.
- Positive behavioral intervention strategies.
- Correct English usage, spelling, grammar and punctuation.
- Basic computer skills and applicable software programs.

- Variety of strategies to assist students with academic and social skills.
- Interpersonal skills using tact, patience, and courtesy.
- Demonstrate proficiency in reading, writing, and mathematics.
- Keep effective records.
- Exercise tact, diplomacy, and good judgment in dealing with students.
- Work effectively and collaboratively with teachers, students, parents, and staff.
- Provide a nurturing, compassionate, and positive environment for all students.
- Communicate clearly and concisely both orally and in writing.
- Use initiative , take direction, and work independently
- Use correct English vocabulary, punctuation, and grammar.
- Flexibility to work in a fast paced and an ever-changing environment

**WORKING CONDITIONS:**

Essential and marginal duties may require maintaining a physical condition necessary for standing and walking for prolonged periods of time.

**SAMPLE ENVIRONMENT:**

Classroom and outdoor environments

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects.

**OTHER REQUIREMENTS:**

DOJ Fingerprint Clearance  
TB Clearance

**RIGHT TO REVISE:**

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

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Employee Signature

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Date