

Metropolitan Education District
Para-Educator



Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Principal/SVAE
Classification:	Classified; CSEA bargaining Unit
Date Approved:	3/14/1984
Dates Revised:	6/1996, 6/11/1997, 7/1999, 11/2000, 10/27/2015, 8/17/2016
Position Control:	142400, 142402, 142403, 142404, 142408, 142409, 142410, 142411, 142414, Salary Schedule 14, Range 20, 9.5 Month Work Year

POSITION DESCRIPTION:

Under direct supervision of an instructor, reinforces the classroom curriculum, assists in specific academic subject areas and does a variety of clerical duties.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Assists students in specific subject areas and computer generated lab assignments
- Explains work assignments to students; provides individual and group tutoring as needed
- Monitors students in the classroom; monitors and assists on field trips
- Monitors students during closed book examinations and computer skills performance tests
- Administer, score and record student assessment tests
- Procures testing materials
- Corrects scores and records objective tests and homework assignments
- Administers make-up and other tests; observes and reports student progress and deficiencies
- Requisitions supplies
- Maintains classroom inventories for textbooks, instructional materials and resource materials
- Operates duplicating and AV equipment; performs clerical duties such as word processing
- Prepares test packets and hand-out material
- Alphabetizes and files classroom materials; monitors student sign-in sheets
- Collects lab fees
- Contacts students about prolonged absence
- May perform a variety of computer-related tasks
- Perform other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation
- Principles of the subject matter of the area assigned
- Current office procedures and practices including general filing systems
- Bilingual ability in specified language skills may be necessary
- Basic computer operations and terminology

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Employment Standards (continued):

Ability to:

- Establish and maintain cooperative working relationships with students, teachers and co-workers
- Perform a variety of clerical tasks and operate office equipment
- Organize and implement teacher planned computer activities
- Follow classroom rules and campus/site policies
- Understand and carry out oral and written directions
- Communicate clearly in English in oral and written form

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- High School Diploma and/or equivalent
- One (1) year general clerical experience; or completion of 15 units of college-level courses; computer literacy

Education and Credentials:

High school diploma or equivalent

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission statement, strategic directions, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____
Employee Signature