



METROPOLITAN EDUCATION DISTRICT (MetroED)  
HUMAN RESOURCES  
760 HILLSDALE AVE.  
SAN JOSE, CA 95136

---

**ANNOUNCEMENT OF CLASSIFIED VACANCY**  
**PARA-EDUCATOR (ABE PROGRAM) PM**  
**September 23, 2021**

**WHO MAY APPLY:** District is seeking enthusiastic, high-energy person to join the Adult Education classified team.

**LOCATION:** Silicon Valley Adult Education (SVAE)  
760 Hillsdale Ave., San Jose, CA. 95136

**POSITION:** Para Educator (ABE Program) PM

**SCHEDULE:** 3.25 hours per day – 13 hours per week  
Monday – Thursday 5:45pm to 9:00pm

**REPORTS TO:** Principal of Silicon Valley Adult Education

**REQUIREMENTS:** **Education:** High School Diploma or Equivalent  
**Experience:** 1 year of experience

**SALARY:** \$2,753 - \$3,187 per month (this monthly pay rate is based on 100% FTE. Salary for this position will be prorated by: 32.5% FTE)

**DEADLINE:** Until Filled

**START DATE:** October 18, 2021

**APPLICATION:** Go to [www.edjoin.org](http://www.edjoin.org) to submit a cover letter, resume and three (3) recent (within a year) letters of recommendation

**CONTACT:** Susan Nakahira – HR Analyst at (408) 723-6435 or [snakahira@metroed.net](mailto:snakahira@metroed.net)

---

**MetroED is an Equal Employment Opportunity Employer and a Joint Powers Agency**  
**Background investigation will be conducted**

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

---

**Metropolitan Education District**  
**Para-Educator**



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

**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

**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