

Albany Unified School District

POSITION ANNOUNCEMENT

POSITION: PARA-EDUCATOR:SPECIAL EDUCATION - 3-6.5 HOURS/DAY

LOCATION: TBD

Year: 2016-2017 school year

RANGE: \$14.24-17.33/hour

BENEFITS: Health and welfare, dental, and vision provided at no cost to the employee pro-rated to full time equivalent (e.g. 5 hour employee = .667 FTE, Districts pays for 66.7% of benefits, employee pays 33.3%)

POSITION DESCRIPTION: Under general supervision, perform a wide variety of instructional support services for special education.

REPRESENTATIVE DUTIES: E=essential duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

1. As directed by certificated staff member, implements learning activities for pupils; administers, scores and records results of assessments, assists students in using instructional materials and equipment; and performs related clerical duties E
2. Prepare/copies instructional materials as directed by the certificated staff member E
3. Provides tutoring as directed E
4. Assists in general supervision and behavior management of students E
5. Informs the teacher of student progress and work E
6. Maintains confidentiality of information about students and parents E
7. Assist students with personal needs including health needs when required E
8. May require lifting of students. Staff will be trained to perform two person lifts and/or to use lifting equipment for students weighing more than 30 pounds E
9. Assists certificated staff members implement Individualized Education Plan (IEP) E
10. Other related duties as assigned

QUALIFICATIONS/REQUIREMENTS

KNOWLEDGE OF:

Correct usage of English language, grammar, spelling, writing, and mathematical computations, maps, charts, and other reference materials; school discipline rule and policies; general knowledge of computer operations

ABILITY TO:

Operate common machines to prepare instructional materials; meet and interact with parents, public, and students in a tactful and courteous manner; establish and maintain cooperative and effective working relationships; understand and carry out oral and written instructions; supervise students and implement behavior strategies/plans; interact with a diverse community; lift 30 pounds; ability to learn currently used computer applications and programs;

Submit to Post offer/Pre-employment physical testing.

PHYSICAL REQUIREMENTS:

Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, stoop, reach, and bend; requires lifting, pushing and/or pulling books, supplies, equipment (mobility equipment), students and packages, approximately 30 pounds.

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EDUCATION/EXPERIENCE

1. Completion of high school or equivalent and one of the following:
 - Possess an Associates degree
 - Two years of college (48 units)
 - Meet a rigorous standard of quality through local, state or nationally recognized basic skills proficiency test
2. Previous experience working with school age children preferred
3. Previous experience working with special education children preferred

Only Applicants Selected for an Interview will be Contacted

Application Procedure:

A letter of interest, a classified employment application

(<http://www.ausdk12.org/district/hr/applications/ClassifiedApp.pdf>), resume, and one current letter of recommendation should be submitted to [Marina Gonzalez, 1051 Monroe St., Albany, CA 94706](#)

Albany School District is an equal opportunity employer. The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.