



SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
405 Old San Jose Rd * Soquel, CA 95073

June 4, 2018

NOTICE OF OPEN POSITION

CLASSIFIED EMPLOYMENT OPPORTUNITY

Paraeducator – Special Education

Soquel High School – 2018/2019 School Year

<u>POSITION DETAILS</u>	<u>SALARY</u>	<u>DEADLINE</u>
25 hours/week 9 months/year	Range 25: \$16.69 – 18.40/hour (Steps 1-3 on a 6-step salary plan)	June 18, 2018

Job Summary: Under the general supervision of the credentialed teacher and/or school principal, within a broad framework of standard policies and procedures, work as a team with the teacher in a specialized field of education; work independently with individual and small groups of students.

Examples of Duties: Initiates and implements learning situations which include individualized instruction for students; creates and carries out learning activities; monitors small groups of students in basic academic subjects according to guidance from teachers; assists individual students and/or groups of students by explaining class work and answering questions; maintains classroom discipline in a positive manner; performs a variety of routine and record keeping activities; observes and reports each student's progress; supervise students participating in activities such as field trips, recess; corrects daily assignments and tests; sets up and arranges supplies and equipment in the classroom for student use; prepares instructional materials, lessons, charts, bulletin boards and displays as instructed; operates various office equipment; provides teacher and school administrators with relevant feedback and information on students' progress through observation and daily contact; escorts students outside of classroom, ensuring students' safety, social integration, or security; participates in available training in order to meet new technology standards; performs related duties as assigned.

Training and Experience: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the 12th grade or equivalent; two years' experience working with students; college course work in psychology, child growth and development or education may be substituted for experience.

ESSA Compliance: Must either pass Paraprofessional Exam (provided by district) or, have an AA Degree, or have equivalence of two years' college completion (48 units).

APPLICATION PROCESS

The complete job description and online application for this position are available at www.edjoin.org. For more information, contact the Classified Personnel Office at (831) 429-3410 extension 238 or 239.

Santa Cruz City Schools prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. Complaints alleging noncompliance with this policy should be directed to the Title IX/Nondiscrimination Coordinator: Molly Parks, Assistant Superintendent of Human Resources: 831-429-3410 ext 235; mparks@sccs.net.