

MODESTO CITY SCHOOLS

Job Description

JC# 1345

BUILDING CONSTRUCTION PARAPROFESSIONAL (REGIONAL OCCUPATIONAL PROGRAM)

OVERALL RESPONSIBILITY

Under general supervision, assist the Regional Occupational Program (ROP) Building Construction Instructor in providing assistance to students in accomplishing the objectives of the program.

SPECIFIC RESPONSIBILITIES

1. Assist the instructor in all aspects of the ROP Building Construction Program such as: helping individuals improve cognitive skills, oral and written language skills, and mathematical skills; maintaining an effective learning environment and classroom discipline; and in contacting and providing input at parent conferences.
2. Assist the instructor in supervising students' safe and proper use of tools.
3. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
4. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of the materials, tools and methods used in the building construction trades.
- Ability to understand and implement oral and written directions given in English.
- Ability to work without close supervision.
- Ability to accurately perform arithmetic calculations.
- Ability to communicate with others using correct grammar and spelling.
- Ability to communicate and maintain cooperative relationships with the ROP Building Construction Instructor, staff members, and students.

Experience

Minimum Requirements:

- Successful experience in at least one area of the building trade.
- Experience in working with high school age youth.

Education

Minimum Requirement:

- High School Diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE).

**BUILDING CONSTRUCTION PARAPROFESSIONAL (REGIONAL OCCUPATIONAL PROGRAM)
(continued)**

QUALIFICATIONS (continued)

Licenses/Certificates/Permits

Minimum Requirement:

Instructional Paraprofessional Proficiency Certificate.

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient hearing to hear normal and telephone conversations.

Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.

Sufficient dexterity to print or write legibly, operate telephone, use computer keyboard, peripheral computer hardware and testing devices.

Sufficient lower body strength, stamina and mobility to stand, kneel, walk, stoop and bend legs for intermittent periods of time.

Sufficient physical ability to drive a vehicle and sit for extended periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO:

Certificated staff member(s) assigned and site administrator.

Board Approved: 10/23/95

Cabinet Approved: 5/17/11

Unit Approved: 5/9/11

Board Approved: 6/20/11