



NOVATO CHARTER SCHOOL  
940 "C" Street, Novato, CA 94949  
Ph: 415-883-4254 | Fax: 415-883-1859  
[www.novatocharterschool.org](http://www.novatocharterschool.org)

**TITLE: PARAEDUCATOR 1**

- **Classified**

**BENEFITS:** Competitive Compensation & Benefits Package Based on FTE

**JOB SUMMARY:**

Under the direction of an assigned administrator/certificated teacher, facilitate an effectively functioning learning environment by assisting in instruction, behavior interventions, development and maintenance of positive classroom and school behavior of students with disabilities related to mental health, behavior and autism spectrum disorders as well as 1:1 student assistance.

**QUALIFICATIONS:**

We seek candidates who have high academic standards, the ability to respect and engender the respect of students of all ages, the knowledge, skills, and enthusiasm to engage students of all temperaments and ability levels, and the interpersonal skills to work collaboratively with colleagues, administration, and parents. Strong skills in art, music, and/or drama are highly desired for faculty positions. We recommend that all applicants review our [website](https://novatocharterschool.org/) (<https://novatocharterschool.org/>) and Core Values and Mission Statement.

**Essential Duties and Responsibilities:**

*Duties and Responsibilities include, to are not limited to:*

The Paraeducator I assists in the implementation of positive behavior interventions and the instruction of students with disabilities related to mental health, behavior, and autism spectrum disorders.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Assist in implementation of student behavior plans; utilize approved positive behavior supports, positive behavior interventions, physical intervention techniques or other skills as required to establish and maintain appropriate behavior.

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- Assist a certificated teacher in reinforcing instruction to individual or small groups of students with disabilities related to mental health, behavior and autism spectrum disorders in a classroom or other learning environment; monitor and oversee student drills, practices, and assignments in various subjects; assist assigned teacher with the implementation of individual education plans.
- Assist in establishing and maintaining a clean, safe and pleasant learning environment; assist in implementing Individualized Educational or Behavioral Plans through a variety of classroom, site and community activities as assigned; prepare, set up and organize instructional materials and equipment for daily use.
- Assist student(s) in completing classroom assignments, homework, and projects in various subject areas; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.
- Explain and ensure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation of lesson plans and instructional activities; assist in administering and monitoring students during tests as assigned.
- Observe and monitor behavior of student(s) in the classroom according to approved procedures; implement skill generalization procedures during outdoor, physical education and other recreational activities as directed according to individual behavior or educational plans.
- Assist in completion of functional behavior assessments, fluency with a variety of data collection methodologies (e.g. A-B-C recording, Interval Recording, Trial-by-Trial Data Recording, etc.).
- Assist with data collection and progress monitoring for academics and behavior; maintain confidentiality of student records in accordance with District and legal requirements.
- Perform routine clerical tasks related to position such as recordkeeping, filing and copying; assist with enrollment procedures, attendance verifications and other common classroom routines and activities.
- Maintain current knowledge and certification of skills and techniques related to position; attend staff meetings, training sessions, workshops and other in-service activities as needed.
- Support students to develop positive relationships with other students and adults; functions as a role model to students.
- Provide routine first aid to injured students according to established procedures as assigned by the position.

#### OTHER DUTIES:

Perform related duties as assigned.

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### DESIRABLE KNOWLEDGE & ABILITIES:

Be flexible; work in an atmosphere of unpredictability and challenge; examine one's own knowledge and seek out opportunities for professional development; function as a member of a professional team; and function as a role model for children and parents. As well as knowledge of:

- Positive Behavioral Intervention Strategies and Techniques
- First aid and CPR procedures.
- Child guidance principles and practices related to children with special education needs.
- Basic subjects include arithmetic, grammar, spelling, language, and reading.
- Basic instructional methods and techniques.
- Problems and concerns of students with special education needs.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Basic record keeping, filing, and report preparation techniques.
- Interpersonal skills using tact, patience, and
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and
- Principles and practices of data processing.
- Operation of a computer and assigned software.

### ABILITY TO:

- Administer first aid and CPR if necessary.
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of special education students as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of individual education and behavioral plans.
- Perform a variety of clerical duties including typing, filing, and duplicating materials.
- Demonstrate an understanding, patient, and receptive attitude toward students with special needs.
- Read books to students and assist with reading and writing activities as assigned.
- Monitor, observe and report student behavior and progress.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.
- Operate standard office equipment including a computer and assigned software.
- Type or input data at an acceptable rate of speed.

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- Establish and maintain effective working and cooperative relationships with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.

### EDUCATION AND EXPERIENCE:

Any combination equivalent to: an associate's degree in child development, psychology or related field and one year of experience working with students with special needs in an organized setting.

### OTHER REQUIREMENTS:

- Current certification in Nonviolent Crisis Prevention and Intervention, Pro Act, or equivalent.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid California Driver's License.
- Department of Justice fingerprint clearance.
- TB clearance.
- Willingness and ability to complete ongoing professional training(s) to support students behavioral and educational needs.
- COVID - 19 vaccination as defined by the California Department of Public Health or agree to weekly testing when recommended by Marin County Public Health.

### OTHER REQUIREMENTS:

- Department of Justice Fingerprint Clearance
- TB Clearance
- COVID - 19 vaccination as defined by the California Department of Public Health or agree to weekly testing when recommended by Marin County Public Health.

### WORKING CONDITIONS:

#### ENVIRONMENT:

- Indoor and outdoor work environment
- Seasonal heat and cold or adverse weather conditions

#### PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and various tools and equipment.

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- Seeing to read, prepare, and assure the accuracy of a variety of materials and perform maintenance duties.
- Hearing and speaking to exchange information in person or on the telephone.
- Lifting, carrying, pushing, or pulling heavy objects (up to 50 pounds) as assigned by the position.
- Reaching overhead, above the shoulders, and horizontally.
- Bending, crouching, kneeling, and stooping.
- Walking, sitting, or standing for extended periods.
- Heavy physical labor

#### POTENTIAL HAZARDS:

- Potential exposure to/direct contact with bodily fluids/blood borne pathogens.

**REPORTS TO:** Special Education Coordinator

#### **ABOUT US:**

We seek candidates who have high academic standards, the ability to respect and engender the respect of students of all ages, the knowledge, skills, and enthusiasm to engage students of all temperaments and ability levels, and the interpersonal skills to work collaboratively with colleagues, administration, and parents. Strong skills in art, music, and/or drama are highly desired for faculty positions. We recommend that all applicants review our Website and Core Values and Mission Statement.

NCS is guided by the core principles of Public Waldorf Education serving approximately 280 students in grades TK–8. NCS's talented faculty is supported by an involved parent body. In addition to our class teachers, our curriculum provides Specialty Teachers for classes in Spanish, Music, Games & Movement, Organic Gardening, Handwork, and Middle School Math. You will find our faculty warm, supportive, accepting and devoted to their school. We have a great time working together as we hone our craft as Waldorf educators in the public sector. We offer a competitive salary as well as health, retirement benefits, and a school year calendar designed for sustainable teaching and learning. We offer priority enrollment for students of hired faculty members.

Novato Charter School prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

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For questions, concerns or complaints about discrimination or harassment based on the above, please contact the Title IX Compliance Officer: NCS Executive Director 940 C Street, Novato, CA 94949; (415) 883-4254; [NovatoCharterHR@NUSD.org](mailto:NovatoCharterHR@NUSD.org)

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