Paraeducators

Service Overview

Welcome to the Personnel Commission Paraeducator website. The Personnel Commission's goal is to provide our divisions with highly qualified Paraeducators based on merit and fitness. Our Paraeducators provide instructional support to certificated staff working with special needs, at-risk youth, juvenile offenders, and neglected students located in the divisions of Student Programs and Special Education. Paraeducators work with students one-on-one or groups in the classroom. Paraeducators work with the deaf and hard of hearing, the visually impaired, and those who are in need of specialized speech and language therapy.

Student Programs

- The division works with juvenile offenders, expelled and truant students, pregnant and parenting teens, students who are at risk of dropping out and who would benefit from studying in an alternative education setting.
- The division also serves young people who have been removed from their homes and school districts due to delinquency or for residential placements.
- The division’s focus is creating unique learning environments where students can achieve academic, behavior, and career goals. The aim is to prepare students for a successful transition back into the community.

Special Education

- The division supports public school and community college districts in meeting the special educational needs of students with disabilities.
- Their priority is to provide services and support for students in achieving their highest academic and personal potential, with the greatest chance for successful independent living.
The Los Angeles County Office of Education (LACOE) covers 4,000 plus square miles of the county in the following regions:

- Antelope Valley (Palmdale and Lancaster)
- San Fernando Valley
- Santa Clarita Valley
- Southeast (Long Beach to Whittier)
- East San Gabriel Valley (Pasadena to El Monte)
- West San Gabriel Valley (La Puente to Pomona)
- Southwest (San Pedro to Hollywood, including Santa Monica)

**PARAEDUCATORS MANAGEMENT & STAFF**

- **Pauline Bourne**  Human Resources Analyst  (562) 803-8364
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PARAEDUCATOR CLASSIFICATIONS

There are eight Paraeducator classifications in LACOE. Below you will find a brief description of the student population they serve listed. For a more detailed job description and the minimum requirements please go back to the Personnel Commission home page and click on job descriptions.

PARAEDUCATOR-ACADEMIC READINESS assists the teacher in providing instructional and physical assistance to students who have mild to severe disabilities in the division of Special Education.

PARAEDUCATOR-ACADEMIC assists the teacher in the instruction of students who are severely emotionally disturbed students, at risk students, and students who are in the juvenile camps and halls in the divisions of Alternative Education, Juvenile Court Schools, and Special Education. These students are on track to receive a diploma.

PARAEDUCATOR-BRAILLE TRANSCRIBER works with visually impaired students; transcribes a wide variety of Braille instructional material for visually impaired students in the division of Special Education.

PARAEDUCATOR-HEALTH CARE, under the supervision of the school nurse, performs various medical procedures to students in the division of Special Education. We are currently not recruiting for this classification.

EDUCATIONAL SIGN LANGUAGE INTERPRETER provides interpreter services for deaf and hard-of-hearing students either one-on-one or in a group, using total communication (e.g. sign language) in mainstream classes. Educational Sign Language Interpreter assists teachers in determining the educational needs of our deaf and hard-of-hearing students in the division of Special Education.

PARAEDUCATOR-SIGN LANGUAGE TRANSLATOR provides sign language translation services for teachers and students in a deaf-and-hard of hearing classroom. They do not interpret for students in mainstream classrooms or at meetings.

EDUCATIONAL SIGN LANGUAGE COORDINATOR coordinates and schedules temporary assignments for agency and LACOE sign language interpreters; provides sign language interpretation in the classroom and at various school functions; and assists teacher in determining where special education students need required services in mainstream classes, meetings, assemblies, and school-wide events in the division of Special Education. We are not currently recruiting for this classification.

SPEECH LANGUAGE PATHOLOGY ASSISTANT assists the Speech Language Pathology Specialist in providing educational services to students with speech-language disorders and as prescribed by the Individualized Education Plan (IEP) in the division of Special Education and Student Programs. We are not currently recruiting for this
classification.

EXAMINATION PROCESS

PARAEDUCATOR-ACADEMIC and PARAEDUCATOR-ACADEMIC READINESS, tests are administered regionally and applicants are placed on the eligibility list in the region where they live.

- Antelope Valley
- San Fernando Valley
- Downey
- San Gabriel Valley

All candidates must provide us with a copy of their high school diploma or equivalent at the time of the written examination. College diplomas or transcripts are not accepted in lieu of the high school diploma or equivalent.

Written Test

- Consists of assisting in the classroom, reading comprehension, English grammar, and mathematics (Pass/Fail)

Online Paraeducator Academy

- This academy provides valuable information about the responsibilities and rewards of being a LACOE Paraeducator.
- If you do not have access to a computer, you can call and be scheduled to come in to the Personnel Commission to take the online academy. This will be done on a first-come, first-serve basis.
- You must have an email address. If you do not have an email address, staff will assist you in obtaining one.

Paraeducator Activities Questionnaire

- The Paraeducator Activities Questionnaire will ask about your willingness to perform many of the activities Paraeducators perform.
- Your responses will match you with the most compatible Paraeducator classification and will determine your rank on the eligibility list.

PARAEDUCATOR-SIGN LANGUAGE TRANSLATOR

Written Test

- Consists of assisting in the classroom, reading comprehension, English
grammar, and mathematics (Pass/Fail). The written is 50% of your overall score.

Performance

- Finger spelling, voice-to-sign and sign-to-voice video (Pass/Fail).

Oral Interview

- The oral interview is 50% of your overall score.

PARAEDUCATOR-SIGN LANGUAGE INTERPRETER
Supplemental Questionnaire

- There are supplemental questions that you are required to answer when you fill out your application. Your responses to these supplemental questions will determine your rank on the eligibility list.

Written Test

- Consists of assisting in the classroom, reading comprehension, English grammar, and mathematics (Pass/Fail). Candidates who possess either an AA or BA degree do not have to take the written test.
- Candidates must submit a copy of their certificate showing that they received a score of 4.0 receptive and expressive. Candidates must provide a copy of their official college transcripts or diploma.

PARAEDUCATOR-HEALTH CARE

Written Test

- Consists of assisting in the classroom, reading comprehension, English grammar, and mathematics (Pass/Fail)
- Candidates must provide a copy of a current First Aid card and a current Cardiopulmonary Resuscitation (CPR) card.

SENIOR PARAEDUCATOR-SIGN LANGUAGE INTERPRETER

Oral Interview
• The score from the oral interview will determine your rank on the eligibility list.

SPEECH LANGUAGE PATHOLOGY ASSISTANT

Oral Interview

• The score from the oral interview will determine your rank on the eligibility list.

Once you have decided which classification that you are interested in, click on this link: http://www.agency.governmentjobs.com/lacoedefault.cfm select the Paraeducator classification you are interested in and fill out the online application. If you do not have access to a computer, you can come to our office to use the computer in the lobby and fill out the online application.

SUBSTITUTE PARAEDUCATOR

• If you are successful in passing all parts of the examination, you may choose to work as a Substitute Paraeducator. This allows you to experience the different types of programs that we operate at LACOE.
• Once you have been processed by Human Resource Services, your name will be placed on the Substitute Paraeducator Sub Finder. School sites will contact you if they need a Substitute Paraeducator, or you may contact them directly.

BILINGUAL

• If you are bilingual in English and Spanish, you may want to consider taking the bilingual examination once you have been placed on the eligibility list. Passing the bilingual exam may improve your chance of being interviewed for positions offering a bilingual stipend.