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Date Adopted: 2014-2015  
Range: H  
Classification: Classified  
Term: Student Attendance  
Days

## Job Description

## Special Education Paraprofessional

### DEFINITION

Assist teacher by caring for students' with disabilities physical needs and helping in their training and educational needs through the presentation of educational material or exercises. Perform a variety of duties dealing with the health and safety of students with disabilities which requires a high degree of positive contact with both students and certificated staff. May work with one or more fully included special need students under the direction of a classroom teacher.

### EXAMPLES OF DUTIES – *Not all inclusive*

- Assist teacher in instructing individuals and small groups of students in various learning situations including basic academic subjects, library activities, self-help, social integration, etc.
- Implement learning situations which may include individualized instruction, creating learning centers, and/or researching instructional programs.
- Assist teacher in implementing curriculum for assigned areas of instruction
- Assist in supervising students to maintain effective learning environment, noting behavioral problems observed and disciplining when necessary.
- Assist in organizing, learning and/or instructional environments, preparing, setting up, and correcting materials for daily activities, and maintaining neat and orderly classroom/instructional areas.
- Provide teachers and school administrators with relevant feedback and information on students' progress through observation and daily contact.
- Assist in establishing and maintaining operational records and files.
- Assist in developing goals and objectives for each student according to curriculum and program requirements and in conjunction with certificated staff.
- Escort students to and from transportation pick-up/delivery place on campus.
- Assist in supervision of students during lunch hours and assemblies.
- Confer with teachers regarding students' progress, program evaluation, problem areas, and assists in development of lesson plans.
- May assist teachers on field trips by helping students meet physical needs, maintaining discipline, and reinforcing learning situations.
- Provide academic and self help support for a single special need student included in the regular classroom.
- Assist in modifying and delivering classroom tasks.
- Assist students with special and daily activities such as toileting, grooming and dressing.
- Other related work as required.

## **QUALIFICATIONS**

### Knowledge of:

- Child guidance principles and practices, especially as related to special needs students.
- Elementary and secondary school curriculum.
- Correct oral, written use of the English language.
- Basic subjects taught in the District schools, including math, reading, English, language arts and writing.
- Behavior modification strategies.
- Basic hygiene needs of children.
- Basic computer and software operation and application.

### Ability to:

- Establish and maintain cooperative and effective working relationships.
- Assist students in a variety of subject areas and activities.
- Work with students who manifest moderate to severe disabilities and/or health-related concerns.
- Assist with the development of students' social skills based on individual needs.
- Learn instructional techniques, positive behavior procedures and techniques and specialized physical health care needs.
- Analyze and resolve non-disciplinary problems.
- Speak, read and write English, and may also require the ability to translate a designated second language.
- Demonstrate a patient, understanding and receptive attitude toward students with special needs, including those with disruptive emotional behaviors.
- Perform routine clerical duties such as filing and duplicating instructional materials.
- Operate computer, duplicating and standard office equipment as required.
- Work with discretion and in confidence with student information.
- Interpret and explain policies and procedures.
- Plan and organize work, schedule time, and meet schedules and timelines.
- Understand and carry out oral and written directions.
- Understand and communicate both orally and in writing in a clear and concise manner.

### Experience:

Prior job related experience, paid or volunteer, with students in an organized setting is required. Experience with special needs students is preferred.

### Education:

High School Diploma or equivalent and must meet NCLB requirements (48 college units from an accredited college or university; or successful completion of the District Instructional Paraeducator Proficiency Exam).

### Licenses, Certifications, and/or Testing Required:

- Valid California Drivers License required.
- First Aid and Cardiopulmonary Resuscitation certificated required.
- TEAACH, PICS, and/or Discrete Trial Training preferred.

### Working Conditions:

#### Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This will include indoor office/classroom settings, outdoor play, recreation areas, and field trip locations.

### Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Ability to lift and carry a minimum of 50 pounds
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Observe, listen and speak to students.
- Possess dexterity of hands and fingers to operate equipment.
- Bend at the waist, kneel and crouch to work with students and children.
- Sit or stand for extended periods of time.
- Stand and walk.
- Reach horizontally and above shoulders to perform job functions.
- Climb a step stool or ladder and reach above shoulders.