

Title:	Paraprofessional-Special Needs	Reports To:	Site Administrator and/or Director of Special Education	
Department:	Varies	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	182	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Group IV <input type="checkbox"/> CSEA 860	

**DEFINITION**

Under general supervision, provides instruction to individual and small groups of students with mild, moderate, or severe physical, learning, emotional, and/or cognitive disabilities in various subject-matter areas; provides physical care to students with severe physical disabilities; assists in implementing student Individualized Education Plans (IEPs); observes, monitors, and records student performance and behavior; performs functions in support of classroom activities; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned Site Administrator and/or general direction from the Director of Special Education. Exercises no supervision of staff. Receives functional direction from the classroom teacher.

**ESSENTIAL FUNCTIONS**

- Works with individual and small groups of students with mild to severe disabilities in various subject matter areas to reinforce class lessons, implement student IEP, improve skill levels, test preparation, and support students in completing class and homework assignments; works with students in small groups or on an individual basis on academic and functional skills using structured lesson plans, exercises, and other approved strategies; supervises and monitors students during classroom and all other activities.
- Provides personal assistance to special education students with special and daily activities including lifting and transferring students, diapering, toileting, food preparation, feeding, dressing, grooming, suctioning, tube feeding, and manipulation of assistive devices including wheelchairs, walkers, computers/software, and communication devices, for the purpose of providing appropriate care of medically fragile and/or physically handicapped students and/or developing students daily living and behavioral skills.
- Monitors and assists students during various activities such as physical exercise, meals, playground, bus arrival/departure, classroom, within the community, and on field trips for the purpose of providing a safe and a positive learning environment.

- Accompanies student off campus to community based programs, using public or district provided transportation.
- Observes, monitors, and records student performance and behavior; communicates student's learning needs to the case manager or teacher; collaborates on strategies, accommodations, and activities to address needs; provides summary of behavioral data for input into IEP meetings; may attend IEP sessions for student upon staff request.
- Assists in administration of student benchmark, strategic, and progress monitoring testing, including preparing materials, assist in administering and scoring test, inputting scores and monitoring progress towards goals.
- Assists in managing student behaviors in the classroom and other school and community settings; assists in conflict resolution; facilitates and supports social interactions and fosters development of positive relationships between students with disabilities and their non-disabled classmates; learns and implements behavior support plans.
- Supports teacher in correcting and recording tests, papers, and homework assignments.
- With teacher guidance and direction, prepares educational materials and homework packets.
- Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning and straightening the classroom.
- Performs clerical duties including copying and recording data; prepares, organizes, and maintains student classroom records and files.
- Assists students in a respectful and professional manner.
- Establishes rapport and meaningful relationships with assigned student to improve behavior, educational performance, and social relationships.
- Attends a variety of meetings and training sessions as required.
- Maintains confidentiality of student's records and behaviors; communicates with staff when boundaries are being violated.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods and practices of child guidance, especially as they relate to severely emotionally, mentally and/or physically disabled special education students as necessary to implement IEP's.
- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- Special needs of students with physical, developmental, learning, and other disabilities.
- Safety principles and practices.
- Office practices, methods, and computer equipment and applications related to assigned work.
- Basic principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Effective practices in dealing with parents/guardians, students, and District staff.

### **Ability to:**

- Support and engage students in positive learning in a classroom or other learning environments.
- Use behavior change techniques and supports including modeling and methods to decrease disruptive and problematic behavior while encouraging positive social learning.
- Recognize individual student learning needs and assist in adapting materials and homework assignments to facilitate learning.
- Learn and apply individual goal oriented student instructional plans.

- Learn and understand the organization and operation of the worksite/District as necessary to assume assigned responsibilities.
- Assist in supervision and management of student behavior according to approved policies and procedures.
- Perform clerical work with accuracy in support of the assigned student(s).
- Assist in medical emergencies and injuries in a calm and effective manner.
- Learn worksite/District first aid procedures.
- Maintain assigned work area in a clean, safe, and secure manner.
- Understand and follow oral and written instructions.
- Operate office equipment including computer equipment and software programs.
- Organize work and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Adapt to changing work priorities; communicate with diverse groups; foster positive relationships; maintain confidentiality; work as part of a team; exhibit tact, patience, kindness, and a positive attitude.

**Education and Experience:**

- Completion of at least 48 semester units of study at an accredited institution of higher education; OR
- Possession of an Associated Degree or higher from an accredited institution of higher education; OR
- Demonstration of a rigorous standard of quality through a state or local assessment including knowledge of and the ability to assist in instruction in reading, writing, and mathematics; AND
- Experience working with children in an instructional or care setting or experience working with adults with special physical needs.

**Licenses and Certifications:**

- Current American Red Cross First Aid Certificate and CPR Certificate preferred.

**PHYSICAL REQUIREMENTS:**

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	F	Lift/carry 0-10 lbs	F
Twist	F	Lift/carry 11-25 lbs	F
Squat	F	Lift/carry 26-40 lbs	F
Kneel	F	Lift/carry 41-100 lbs	F
Climb	F	Stand	F
Reach above shoulder	O	Walk	F
Grip/Grasp	I	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	F	Keyboarding/Mouse Work	I
Ability to See	F	Ability to Hear	F
<u>Push/Pull</u>	<u>F</u>		

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in a classroom and/or office environment with loud noise levels and controlled temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees may be exposed to blood and body fluids. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER** and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.