

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Paraprofessional - Mild-Moderate	Reports to:	Program Administrator/Supervisor
Job Category:	Instructional Support	Classification Unit:	Classified
Board Approval:	8/25/2022	Current Salary Grade:	13
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, the Paraprofessional Mild/Moderate will assist a certificated teacher in the supervision and implementation of academic and behavioral instruction to individual or small groups of students with mild/moderate special needs as identified in an Individualized Education Program (IEP) in an assigned resource, special education, or regular classroom.

ESSENTIAL FUNCTIONS:

- Assist a certificated teacher in implementing curriculum for assigned area(s) of instruction, using multiple instructional approaches to adapt language/materials within the curricula to assist understanding for students with learning challenges, in individual or small-group settings, in general and/or special education classrooms.
- Modify or adapt classroom activities, assignments, and materials under the direction of the certificated teacher to provide a method of support and/or reinforcement of content learning.
- Monitor and oversee student lessons, practices, and assignments in various subjects; reinforce assignment deadlines; assist students in prioritization and organization of work; assist students by use of emotional support and general guidance across various environments.
- Gather, distribute, and maintain instructional materials and assessments to ensure the availability of items.
- Implement students' IEP accommodations in general and special education classroom settings.
- Implement behavioral plans designed by IEP team, including the collection of data as directed by special education teachers and/or service providers, to assist in meeting special education students' needs and provide a consistent supportive environment.
- Confer with assigned certificated teacher(s), and Specialists as needed to assist in evaluation of special education students progress, coordinating tests, and implementing IEP related goals and objectives as assigned.
- Utilize principles of the district-adopted crisis prevention plan to prevent and de-escalate students' maladaptive behaviors.
- Support the development of students' independence in self-care and hygiene, for students with mild to moderate self-care needs, including toileting, dressing, and feeding as needed.
- Maintain files, charts, notes, logs and records; observe and document, track and chart student progress and/or behavior; collect data; maintain the confidentiality of records and information related to students and parents/guardians.
- Perform a variety of clerical duties to support classroom activities such as preparation of instructional and classroom materials, study guides, ordering supplies, filing, duplicating

materials and other related classroom clerical duties.

- Report observations and incidents relating to specific students (e.g. fights and inappropriate social behavior); document and communicate information to appropriate personnel.
- Administer first aid and CPR as necessary; respond to emergency situations to resolve immediate safety concerns.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.
- Assist, accompany, and monitor students and other passengers to provide safe loading and unloading from school or city buses, parental vehicles or other modes of transportation during normal transport and emergency situations.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Principles and techniques of reinforcing instruction to individuals or small groups of special education students with disabilities in a variety of subject areas.
- Instructional procedures and practices.
- Basic child guidance and child development principles and behavior practices especially as they relate to students with disabilities
- De-escalation and Safety Care techniques
- Elementary and secondary level subjects taught in the District schools, including Mathematics, Science, English, or other core curricula.
- Safety practices for school activities.
- Classroom procedures and appropriate student conduct.
- Age appropriate student activities.
- Conflict resolution strategies.
- Advanced English usage, critical thinking, inference, and main ideas.

Ability to:

- Provide and reinforce instruction to individual or small groups of students as directed by a certificated teacher.
- Perform routine clerical duties in support of classroom activities and maintain accurate records
- Understand and follow oral and written directions.
- Gather and/or collate data.
- Perform multiple non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Adhere to safety practices.
- Utilize and implement de-escalation and Safety Care protocols
- Operate a variety of job-related equipment including a computer and assigned software.
- Administer first aid and CPR as necessary.
- Maintain confidentiality of privileged and sensitive information.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Understand complex multi-step written and oral instructions.
- Perform and reinforce basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent, AA preferred.

Experience: Job-related experience is desired.

Required licenses, certificates, continuing education, training and other requirements:

- Safety Care Training (District designated)

DESIRABLE QUALIFICATIONS:

- Some experience working with children and/or individuals with special learning needs.

WORKING CONDITIONS:

Environment: Indoor/outdoor/classroom work environment. Fast-paced environment with changing priorities.

Physical Demands: 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.

- Significant lifting, carrying, pushing, and/or pulling.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job is 50% sitting, 25% walking, and 25% standing.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.
- Potential contact with dissatisfied or hostile individuals.

OTHER:

Required Testing:

- Pre-employment Test

Clearances:

- Criminal Justice Fingerprint Clearance.
- State Mandated Training
- TB Clearance.
- Valid Adult/Child/Infant CPR/First Aid Certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.