



LOMPEC UNIFIED SCHOOL DISTRICT

PARAEDUCATOR-SPECIAL EDUCATION

JOB SUMMARY:

Under the direction of the Principal and the Director of Special Education, assist a certificated teacher in reinforcing instruction to moderate to the full range of students with special needs in all instructional settings; provide general medical assistance and health care to students with special needs as assigned by the position; assist in the preparation of instructional materials and implementation of Individualized Education Plans (IEPs), behavior intervention plans, lesson plans, curriculum, and teaching methodologies; provide routine clerical support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of students with special needs 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 IEPs, taking data, implementing positive reinforcement programs, and building skills leading to independence.
- Provide general medical assistance and health care to students with special needs as assigned by the position; administer medication, first aid and CPR according to established procedures as needed; assist with or notify appropriate personnel or outside agencies of emergency medical conditions such as seizures and other serious medical conditions; administer medication according to physician instructions or established procedures; respond to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day.
- Reinforce social skills instruction to individual or small groups of students; facilitate social skills activities to provide positive social interaction and to practice social skills; assist in shaping appropriate student behavior through redirection and positive reinforcement and other strategies; implement behavior modifications and intervention plans as directed.
- Assist students in focusing on work and completing classroom assignments, homework, make-up work and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with teachers concerning lesson plans and adapt materials to meet student needs; explain words and concepts as necessary; progress; assist students with math, writing, movement and other assignments and exercises; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior to certificated staff. Work collaboratively with general and special education staff.
- Observe and support behavior of students in the classroom and physical education courses according to approved procedures; monitor students during outdoor, lunch/cafeteria, library, callouts, and recess activities as directed; accompany students on field trips, community-based activities, and to/from campus bus loading zone; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.

- Assist students with performing and developing independent living and self-help skills; assist with eating and feeding activities; assist students with learning social and vocational skills including money management, manners, grooming and personal hygiene; assist students with toileting activities and change diapers or soiled clothing as needed; lift students in and out of wheelchairs, lifts, stands, etc.; position or re-position students as needed, including placing them in therapeutic equipment. Assist students in learning and implementing tools supporting self-regulation and executive functioning.
- Escort students to and from designated school locations such as health office, classrooms or other locations as assigned; assist students during physical education activities and using adaptive equipment as assigned by the position.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records, notes and files as assigned; maintain confidentiality of information related to students.
- Provide classroom support to the teacher by setting up computers, audio-visual equipment, work areas/centers and displays, bulletin boards, and distributing and collecting paper, supplies and materials.
- Assist with arrangement and storage of classroom materials, furniture, and accessories for appropriate learning environment; assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly, and clean manner.
- Communicate with faculty, staff, administrators, and other approved personnel to exchange information and resolve issues or concerns related to IEPs, student activities and behavior. Refrain from direct communication with parents/guardians regarding the IEP or student's program. Maintain positive, professional relationships with parents and community members.
- Operate a variety of classroom and office equipment including a computer, copier and laminator as assigned.
- Assist with testing activities including monitoring students during State and other testing activities.

Attend meetings and in-services as assigned; maintain current knowledge of emergency procedures, first aid, CPR and other matters related to assigned special education areas.

OTHER DUTIES:

- Assist in the preparation of meals including breakfast, snack, or lunch.
- Assist in providing a clean and appropriate learning environment for assigned students during the school day.
- Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch, library, and recess activities as directed; accompany students on field trips and to/from bus stops as assigned; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from secondary school or equivalent GED and one (1) year experience working with children with in an organized setting. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).

Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Meet (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, mathematics OR
- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR

Licenses and other Requirements

- Valid First Aid and CPR certificates issued by an authorized agency.
- Some incumbents in this class may be trained in and utilize C.P.I. techniques (crisis prevention) as assigned by the position.

Knowledge of:

- Child guidance principles and practices related to children with special needs.
- District special education instructional and behavioral support programs.
- Basic IEP and behavior intervention plans, terminology, goals, and objectives.
- Basic subjects taught including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Operation of standard office and classroom equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy and positive communication with students, staff and the school community.
- Basic record-keeping and report preparation techniques.
- Legal obligation to fully implement a student's IEP.
- First aid and CPR procedures.

Ability to:

- Demonstrate flexibility and move from one setting to another to support individual or groups of students.
- Understand the range of students served and demonstrate implementation of the current research-based practice
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students with a range of disabilities and challenges as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of individual education plans.
- Perform a variety of clerical duties including typing, filing, assisting with the creation of data sheets and duplicating materials.
- Understand and relate to students with special needs.

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate an understanding, patient, and receptive attitude toward special education students.
- Read books to students and assist with reading and writing activities as assigned.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer.
- Observe health and safety regulations.
- Maintain records, prepare routine reports, and maintain confidentiality regarding all student information.
- Administer first aid, CPR, and medication.
- Implement toileting programs.
- Build and foster student independence.
- Follow specific reinforcement and behavior/social programs.

WORKING CONDITIONS:

Work Environment:

- Classroom, school and community environment, indoor and outdoor settings.
- Constant interruptions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling, or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Lifting, positioning, and pushing children in wheelchair.

Hazards:

- Potential contact with dissatisfied or abusive individuals. Potential contact with blood and other body fluids.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Personnel Commission First Reading: October 20, 2022

Board Approval Date: February 14, 2023

Personnel Commission Approval Date: January 19, 2023

Salary Range: 27