

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: PARAEDUCATOR - SPECIALIZED HEALTH AND INSTRUCTIONAL SUPPORT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assists a certificated teacher(s) or specialist(s) in providing instruction to students in a special education learning environment; monitors and reports student progress, behavior and performance. Positions in this class are distinguished from other Paraeducator positions by assignment to perform special physical health procedures for students; maintain health records and files; and do related work as required, under the direction of the credentialed school nurse.

ESSENTIAL DUTIES:

Performs specialized health services and/or procedures including but not limited to catheterization, gastrostomy tube feeding, suctioning, and blood sugar level reading as required for students.

Maintains required documentation and records.

Assists students in toileting, may change diapers and clothing as necessary.

Assists special education students with meals; assists and supervises special education students getting on and off the bus.

Pushes students in wheelchairs.

Administers prescribed medications to students according to physician orders and under the direction of a credentialed school nurse.

Administers first aid and handles medical emergencies in the absence of the school nurse; follows established guidelines and procedures.

Cleans and/or disinfects all related equipment; monitors inventory of appropriate supplies.

Monitors inventory or appropriate materials and supplies needed to administer specialized health care procedures; ensures adequate supply levels are maintained and checks equipment periodically for proper functioning and to ensure sanity standards are met.

Tutors individual or small groups of students in specific areas of learning, reinforcing instruction as directed by the teacher(s).

Assists teacher(s) in providing instructional materials to individuals by reading and explaining instructions, answering questions, and encouraging students to complete assignments.

Assists teacher(s) in supporting students in all of the curriculum areas including reading, phonics, math, spelling, writing and art; reinforces learning concepts in instructional areas; teaches and promotes self-help skills where needed; and encourages questions and responses to stimulate learning.

Works with children in their development of psycho-motor skills, self-help skills and social skills.

Prepares lessons as directed by the teacher; administers and scores a variety of tests.

Observes and manages the behavior of students according to approved procedures.

Reports progress regarding student performance and behavior to school staff.

Assists students by providing proper examples, emotional support, a friendly attitude, and general guidance.

Confers, as needed, with teachers concerning programs and materials to meet student's needs.

Assures the health and safety of students by following health and safety rules.

Directs group activities of students as assigned.

Participates in meetings and inservice training programs as assigned.

OTHER REPRESENTATIVE DUTIES:

Performs a variety of clerical duties in relation to student instruction, such as the preparation of instructional materials, scoring tests, recording grades and attendance, maintaining records and files.

Assists assigned children with basic care activities, including dressing, toileting, feeding, grooming and some medical needs.

Assists in the organization and supervision of physical education and games programs designed to develop students' psychomotor skills.

Provides support to the teacher by setting up work areas, displays, and exhibits; operating audio-visual equipment; operating educational training equipment; as well as distributing and collecting paper and supplies.

Oversees students engaged in outdoor activities or on field trips as assigned.

Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Is responsible to and evaluated by the principal(s) of the school(s) to which assigned.
 (2) Receives supervision and direction from the certificated teacher(s) to which assigned.
 (3) Receives direction and training from assigned credentialed school nurse.
 (4) May provide limited work direction and guidance to volunteers, student helpers, and less experienced paraeducators.

Internal Contacts: (1) Continuous contact with teachers and students and school nurse.
 (2) Continuing contact with the school principal and school office staff.
 (3) Some contact with other district staff and other paraeducators.

External Contacts: Some contact with parents or guardians of students as necessary.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Appropriate behavior management techniques and interventions for use with special education students.

Correct medical procedures for specialized health services.

Child guidance principles and practices; especially as they relate to students with learning disabilities.

Basic subjects taught in elementary and middle schools including arithmetic, grammar, spelling, language, reading, and middle school algebra.

Safe practices for in-classroom and playground activities.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communications skills.

Interpersonal relations skills using tact, patience, and courtesy.

Record-keeping techniques.

ABILITY TO:

Assist with instruction and related activities in a special education learning environment.

Learn and perform specialized health care procedures.

Analyze situations and take appropriate action according to established procedures and emergency medical guidelines.

Oversee and discipline students in accordance with approved policies and procedures.

Print and write legibly.

Exercise flexibility, patience and sensitivity.

Make arithmetic calculations quickly and accurately.

Learn the procedures, functions, and limitations of assigned duties.

Operate instructional and office equipment.

Operate a personal computer (PC) and related software commonly used by students.

Perform clerical duties such as filing, duplicating, and maintaining simple records.

Understand and follow both oral and written directions.

Establish and maintain cooperative working relationships with children and adults.

Read, interpret, and follow rules, regulations, policies and procedures.

Understand the exceptional needs of special education students.

Work confidentially with discretion.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, as well as being able to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is often required to stand, walk, stoop, kneel, crouch and move rapidly. The employee must frequently lift and/or move students and equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

EDUCATION AND EXPERIENCE:

Equivalent to completion of the twelfth grade and demonstrated experience in working with children in a learning situation; preferably children with special needs. Courses in health services, child care, psychology/guidance desirable. College level training preferred.

LICENSES AND OTHER REQUIREMENTS:

The securing of a valid First-aid Certificate issued by the American Red Cross or its equivalent, or completion of the Westminster School District basic first-aid training program, and CPR certification within three (3) months of employment in this classification is required.

Certification will be updated and maintained.

Pass a district proficiency test in English usage, language arts, math, and the ability to assist in instruction.

Successfully complete district basic training within the first six months of employment.

Some positions require possession of a valid California Driver's license.

PREPARED BY: Classified Personnel Department DATE: 9/07

APPROVED BY: Board of Trustees DATE: 9/13/07

APPROVED BY: Personnel Commission DATE: 9/25/07