



For the future of every student

## **CLASS TITLE: PARAEDUCATOR I**

### **BASIC FUNCTION:**

Under the immediate supervision of an assigned supervisor and general direction of a classroom teacher, specialist or therapist, assists in providing academic, behavior and social-emotional supports to individual or small groups of students to enhance learning. Monitors and reports student progress according to state standards, classroom objectives and the individualized education program (IEP), including health and/or behavioral plans. May assist students in developing various self-help skills, including hygiene, toileting, eating, social, community and leisure/recreational skills. Provides emergency health-related assistance to students as needed.

### **DISTINGUISHING CAREER FEATURES:**

#### **PARAEDUCATOR I**

Assignments within this job classification may be allocated across various general education and special education programs within the District, including intervention and resource services. Advancement to levels II & III require more advanced knowledge, skill, and ability to work with special student populations or in specially recognized skill areas. NCPI (Non-Violent Crisis Intervention) training preferred.

#### **PARAEDUCATOR II**

Assignments within this job classification may be allocated across various general education and special education programs within the District, including mild/moderate classroom environments. Advancement to level III requires more advanced knowledge, skill, and ability to work with special student populations or in specially recognized skill areas. NCPI (Non-Violent Crisis Intervention), First Aid and CPR certifications required.

#### **PARAEDUCATOR III**

Assignments within this job classification may be allocated across various special education programs within the District, including moderate/severe classroom environments, students with significant medical conditions requiring ongoing support and administration of specialized medical procedures, and/or requiring intense behavior supports. Advancement to Lead Paraeducator requires more advanced knowledge, skill, and ability to work with special student populations or in specially recognized skill areas, and the ability to lead, mentor and train other paraeducators within these areas. NCPI (Non-Violent Crisis Intervention), First Aid and CPR certifications required, as is ABA (Applied Behavior Analysis)/IBI (Intensive Behavioral Intervention) training.

- All duties performed by a Paraeducator I may also be performed by a Paraeducator II and Paraeducator III.
- The Paraeducator I provides emergency health-related assistance to students as needed. The Paraeducator II will primarily provide non-intrusive medical health assistance and/or emergency specialized medical support, whereas a Paraeducator III may provide intrusive medical assistance, including daily specialized medical support.
- The Paraeducator I and II may be tasked with learning and implementing management plans, including basic techniques such as prompting, or guidance. The Paraeducator II requires NCPI training, and may require training and knowledge in areas such IBI and ABA, whereas positions assigned to Paraeducator III are responsible for implementing behavior intervention strategies requiring significant training and knowledge of ABA (Applied Behavior Analysis), data collection, assessment and recommendation of appropriate intervention strategies or providing specialized medical support to one or more students who require special accommodations and services in addition to supporting curriculum.

**REPRESENTATIVE DUTIES:****ESSENTIAL FUNCTIONS:**

Provides academic, behavior and social instructional assistance to individual or small groups of students in a classroom, distance learning and/or community environment.

Works on an in-depth basis with individual or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences. Reinforces learning experiences for students. Assists teacher, specialist or therapist in assessing student ability and progress; provides information and discusses student daily activities, progress and needs. Supports students for general education integration following the individualized academic, behavior, health care and safety needs.

Confers with the teacher concerning lesson plans and materials to meet student needs. Assists teacher(s) with implementation of students' Individualized Education Program (IEP) goals and objectives through instruction and a wide variety of prescribed activities. Collects data and/or work samples as instructed by the teacher.

Assists students in completing classroom assignments, homework and projects in various subject areas; assures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; tutors individual and groups of students in accordance with student needs and progress.

Assists in maintaining order among students in the classroom and school grounds. Assures safety of students following health and safety rules. Assists and supervises individual and groups of students in moving from place-to-place in an orderly manner, (i.e. school bus to classroom, classroom to restroom, lunch room, on playgrounds, on field trips and co-curricular activities.) Paraeducators assigned to a bus run assist and supervise students while riding the bus to and from school.

Assists and guides students by providing appropriate role modeling, emotional support, patience, and a friendly and engaging attitude. Must be discrete in responding to student behaviors and educational needs whenever possible. Must observe and maintain confidentiality of student information in accordance with legal requirements and district policies.

May assist students with performing and developing independent living, communication, social and self-help skills; assist in implementing behavior modification and intervention activities as assigned; assist students with physical therapy, positioning and motor skill development as required.

May assist students with personal hygiene including dressing, washing and grooming as assigned by the position; may assist students with eating activities; may toilet students and change diapers and soiled clothing as needed; may assist lifting students in and out of wheelchairs, and loading and unloading students on and off of buses.

Collaborates with District staff to exchange information and resolve issues or concerns related to student needs, progress and assigned instructional support functions. Alerts teacher to any special problems or information concerning students. Provides information and assistance to substitute teachers.

Assures the health and safety of students by following health and safety practices and procedures; assists in maintaining a neat and orderly learning environment that supports learning. Greets and welcomes students and parents

Maintains various records and files related to students, instructional activities and assigned duties; records grades, takes student attendance and maintains related records as required; assists with

administering and monitoring students during tests as required.

Performs a variety of clerical duties in support of classroom activities such as preparing, duplicating and filing instructional materials and correspondence as assigned. Operates a variety of contemporary office equipment; operates instructional equipment such as iPads, PC or MAC computers, tablets, assistive technology devices, and assigned software or applications, including MS Office, Google Docs, etc.

Must be prepared to change routine or perform tasks normally done by another member of the school or classroom team upon request of the teacher, specialist and/or supervisor within the established duties of the classification.

Participates in staff meetings, Professional Learning Community meetings, in-service training and workshops as assigned.

Some positions may be designated to communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between students, teachers, staff, parents and others as required; translate notes, assignments, letters and other materials as needed.

Performs other duties as assigned that support the overall objective of the position.

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Principles and practices of age appropriate child development and guidance applicable for an educational setting.
- Basic subjects taught in the District schools, including mathematics, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- Safe practices in classroom, playground, campus, and community-based activities.
- Basic knowledge of teaching and instruction methods.
- Basic clerical and record keeping processes.
- Skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- Sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the needs of students.

### **ABILITY TO:**

- Assist teaching staff with the implementation of instructional goals and activities, assessing the needs of individual students and developing programs to meet those needs.
- Interact with teachers, parents, and specialists in order to carry out assigned duties.
- Assist in maintaining order among students in their assigned learning environment.
- Oversee students, administer assignments and tests, and perform general clerical tasks.
- Make informal presentations to individual and small groups of students and assist with demonstrations of assigned subject matter to classroom sized groups.
- Relate positively to students in a teaching/learning environment in a way that builds confidence and recognizes socioeconomic and cultural differences among children.
- Exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.
- Balance emotional support and discipline and deal with common behavior problems.
- Maintain confidentiality of student and school information.
- Setup and maintain records; prepare documentation and reports as needed.

- Operate instructional and office equipment.

**EDUCATION AND EXPERIENCE:**

Requires a high school diploma or the equivalent. Requires two years of college (48 units) or pass the District's assessment that demonstrates knowledge and skills in assisting in instruction or pass the California Basic Educational Skills Test (CBEST). An Associate's degree is highly desirable.

Experience: Some experience working with children, adolescents, and young adults in an organized setting. Experience working with individuals with special developmental needs is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- NCPI (Non-Violent Crisis Intervention) training and certification preferred.

Some positions in this classification may require the ability to fluently speak, read, and write a designated second language.

**WORKING CONDITIONS:****ENVIRONMENT:**

Work is performed indoors with no exposure to weather conditions and some outside work with exposure to weather conditions during outdoor activities and/or field trips.

**PHYSICAL DEMANDS:**

Requires the ability to perform in an indoor and/or outdoor learning environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to: move about office, classroom/laboratory, school grounds or other learning environment, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, equipment, wheelchairs, etc., of light to medium weight on a regular basis, and heavy weight with assistance or labor saving equipment. Requires sitting or standing for extended periods of time. Requires frequent walking, and occasional running or brisk walking to prevent students from eloping.

**HAZARDS:**

Possible exposure to bodily fluids, bloodborne pathogens and infectious diseases as assigned by the position. Possible contact with hostile or abusive students with unpredictable behaviors including, but not limited to yelling, hitting, kicking, scratching, biting and eloping.

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Approved by Personnel Commission:  
Revised

07/08/2020  
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