

MEMORANDUM OF UNDERSTANDING

Between California School Employees Association and its Pleasanton Chapter 155 (CSEA)
and the Pleasanton Unified School District (District)

**Revised Job Description for
Paraprofessional Extensive Support Needs**

May 3, 2024

This Memorandum of Understanding represents the conclusion of the parties' negotiations related to the revised Paraprofessional Extensive Support Needs classification.

The parties agree to the following:

1. The Paraprofessional Extensive Support Needs position remains with a 208-day work year calendar at hourly Range 17 on the classified Salary Schedule A. The Paraprofessional Extensive Support Needs revised job description is attached to and made part of this memorandum of understanding.

This agreement shall remain in effect until another agreement is negotiated and ratified by the parties.

For District:











For CSEA:















PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Paraprofessional - Extensive Support Needs	Reports to:	Program Administrator/Supervisor
Job Category:	Instructional Support	Classification Unit:	Classified
Board Approval:		Current Salary Grade:	17
Job Description Revised:	05/03/2024	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of specialized duties to support instructional programs for students ages 3-22 with extensive physical, developmental, behavioral or emotional needs identified in an Individualized Education Program (IEP) or the Rehabilitation Act of 1973, Section 504 in general or special education classrooms.

ESSENTIAL FUNCTIONS:

- Assist a certificated teacher in the supervision, instruction, and positive behavioral support of students with extensive support needs. Implement and reinforce instruction in academic subjects, life skills, social skills, and vocational skills to meet the learning goals.
- Support the communication skills of students through the implementation of low and high-tech augmentative and alternative communication methods as directed by a certificated teacher and/or service provider.
- 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.
- Gather, distribute, and maintain instructional materials and assessments to ensure the availability of items. Prepare materials necessary to provide success with IEP and behavior goals and 504 accommodations.
- Support a certificated teacher and other support staff with the implementation of the (IEP or 504 accommodations goals) to monitor and record student's progress toward achievement of IEP goals and objectives and 504 accommodations.
- Provide a variety of care with personal hygiene and specialized health care services according to students' IEPs, 504 accommodations, and/or health plans, following appropriate training and in accordance with District policies, (e.g. Best Practices Toileting Guidelines) and procedures. Examples of such services include toileting, diapering, tube feeding, monitoring & recording seizure activity, and changing clothes. Provide appropriate care for ill, medically fragile and injured students; feed students unable to feed themselves.
- Implement individualized behavior intervention plans, designed by the IEP or 504 team, for students with extensive behavior support needs. Assist in emergency situations involving aggressive or uncontrolled behavior, utilizing principles of the district-adopted crisis prevention plan to prevent and de-escalate students' maladaptive behaviors.
- Collect behavior data as directed by the classroom teacher and/or service providers. Participate in the implementation of positive behavioral supports in all classroom settings. Monitor, record and report student behavior issues.
- Support the success of students in less restrictive environments such as the general education classroom, playground, lunch area, restroom, community settings, etc., by modifying classroom assignments and facilitating interaction with typically developing

peers.

- Use approved behavioral modification techniques to establish and maintain appropriate behavior to redirect or de-escalate maladaptive student behavior.
- Provide life skills, social skills, and vocational skills training, such as money management, travel training, food preparation, home maintenance, and job skill development, through classroom and community-based learning opportunities.
- Assist students in utilizing assistive technology devices, instructional media, and related equipment and software associated with computer-assisted instruction.
- Assist students in learning gross motor skills and teaching independent mobility as directed by an Adapted P.E. Teacher or service provider.
- Support high school and young adult students in matching to community jobs and/or volunteer activities based on their skills and abilities, to ensure compliance with work site laws, codes, regulations, and standards. Assist-students in successfully performing their assigned job duties.
- Transport or support in the transport of high school and young adult students to work sites. Maintain student files, vocational records, timecards, and work-related data.
- Inventory students' essential supplies (e.g. feeding tubes, diapers, wipes, sanitary supplies, gloves, changing paper and extra clothing).
- Lift and position students (of no more than 35 lbs. dead weight or student with hypotonia) into and out of wheelchairs, changing tables, restroom toilets, braces, lifts, gait trainers, standers and other orthopedic equipment, individually or with the assistance of other staff members; assist students to sit, stand and walk. Weight in excess of 35 lbs. or student with hypotonia must be assisted by 2 or more staff members for the safety of student and staff.
- Perform a variety of clerical duties to support classroom activities such as preparation and modification of instructional and classroom materials, ordering supplies, filing, duplicating materials and other related classroom clerical duties. Maintain the confidentiality of records and information related to students and parents.
- Clean and/or sanitize work area daily (worktables, desk, items used by students, counters and changing tables.)
- Report observations and incidents relating to specific students (e.g. fights, inappropriate social behavior, hitting, and other physical assault) document and communicate information to appropriate instructional and administrative personnel.
- Administer first aid and CPR as necessary; respond to emergency situations to resolve immediate safety concerns.

OTHER JOB-RELATED DUTIES:

- 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.
- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Principles and techniques of reinforcing instruction to individuals or small groups of students in a variety of areas.
- Basic child guidance and child development principles and behavior practices especially as they relate to students with extensive support needs.
- Appropriate strategies and behavioral interventions to support students with extensive support needs.

- De-escalation and Safety Care techniques
- Basic 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.
- Conflict resolution strategies.
- Age appropriate student activities.
- Advanced English usage, critical thinking, inference, and main ideas.

Ability to:

- Provide and reinforce instruction and behavior modification to individual or small groups of students as directed by a certificated teacher.
- Understand and follow oral and written directions.
- Meet the physical care and hygienic needs of students.
- Administer first aid and CPR as necessary.
- Perform routine clerical duties in support of classroom activities and maintain accurate records.
- Perform multiple non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Adhere to safety practices.
- Utilize de-escalation and Safety Care protocols.
- Operate a variety of job-related equipment including a computer and assigned software.
- 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 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 required.

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

- Completion of required AFIRM modules within 6 months of employment.
- De-escalation & Safety Care Training (District designated).

DESIRABLE QUALIFICATIONS:

- Two (2) years of experience working with children and/or individuals with special learning needs.
- Applied Behavior Analysis training.

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 (see description under the Essential Functions), carrying, pushing, and/or pulling.
- Frequent stooping, kneeling, crouching, running and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Hazards:

- Frequent contact with students with physically aggressive behaviors.
- 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.