Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**PARAPROFESSIONAL, SPECIALIZED PHYSICAL HEALTH CARE - BILINGUAL**
Department:	Special Education
Reports to:	Assistant Superintendent, Curriculum & Instruction

SUMMARY:

Assists teachers and paraprofessionals providing specialized physical health care procedures to specific disabled students and performs a variety of general classroom assistant duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implements IEP goals under the direction of the classroom teacher.
- Implements/follows teacher's instructions of classroom procedure; reinforcement, philosophy and consistency.
- Physically participates in physical activities that are part of the basic program.
- Assists with the development and maintenance of clerical and special education records.
- Assist with behavior management programs and techniques.
- Demonstrates an understanding of student problems.
- Demonstrates initiative and creativity with students and their program.
- Assists in small group pupil instruction.
- Keeps records, writes lessons on the board, and corrects student's work.
- Understand and be aware of the medical needs of students.
- Assists and instructs pupils in personal hygiene; feeding skills; toileting, tooth brushing and hand washing.
- Lifts or assists with lifting students from wheelchairs to changing tables or designated areas.
- After training and with supervision, may administer specialized health care procedures.
- Assists with maintaining classrooms and playgrounds in a neat and orderly condition.
- Sanitize classroom and equipment using approved materials.
- Operates standard school office equipment.
- Performs basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)
- Interprets for non/limited English speaking students in their home language.

QUALIFICATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Must have the ability to pass the Paraeducator/Instructional Aide exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher.

LANGUAGE SKILLS:

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detail but uninvolved written and oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:
Ability to work with emotionally impaired students. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Fluent in speaking in target bilingual language as demonstrated by passing district fluency test.

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 essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls and stoop, kneel, crouch or crawl. The employee is frequently required to bend at the trunk more than the average person. Occasionally the employee is required to lift or move up to 50 pounds such as to move students and equipment. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The position is exposed to infection and injury at a greater risk than the average person.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee is exposed to infection at a greater risk than the average person. The employee is frequently required to interact with the public and staff and is directly responsible for the safety, well-being or work output of students.

Board Approved 06/18/2024