

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR-AT RISK YOUTH

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher or specialist in providing instruction to individuals or small groups of general and special education students with moderate to severe emotional and behavioral conduct disorders (such as verbal and physical aggression), communicate with staff and students concerning student's progress regarding behavior and performance.

REPRESENTATIVE DUTIES

Observe and control student behavior according to approved procedures and report student progress.

Maintain a productive working environment for individuals or small groups of students; reinforce behavior modification strategies as directed.

May attend court proceedings as necessary.

Assist staff in supervising students inside and outside the classroom as assigned.

Tutor individuals or small groups of students, reinforcing instruction by teachers.

Confer with teachers concerning programs and materials to meet student needs.

Confer with teachers and necessary staff regarding students' behavior.

Assist students by providing emotional support and general guidance in the school setting.

Positively support, motivate, and encourage student participation.

Assist certificated staff to protect the health and safety of students by following health and safety practices and procedures.

May proctor and score a variety of tests.

May prepare instructional materials, scoring papers, and duplicating classroom materials as needed.

Assist teacher with setting up work areas, displays and exhibits.

Participate in meetings and in-service training programs as assigned.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Behavior modification techniques and strategies.
Child guidance principles and practices, especially as they relate to students with behavioral problems.
Basic subjects taught in the district's schools, including arithmetic, grammar, spelling, language and reading.
Safe practices in classroom and playground activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal relations skills using tact, patience and courtesy.
Record-keeping techniques.
Classroom procedures and conduct.
Telephone techniques and etiquette.
Applicable sections of State Education Code and other applicable laws.
Basic First Aid.

ABILITY TO:

Assist with the instructional and related activities of a learning environment for students with moderate to severe behavioral problems.
Demonstrate an understanding, patient and receptive attitude toward students with moderate to severe behavioral problems.
Learn methods, procedures, policies and terminology used in accounting for student attendance and enrollment.
Meet schedules and timelines.
Perform duties such as filing, duplicating and maintaining records.
Learn the procedures, functions and limitations of assigned duties.
Maintain records and files.
Make arithmetic calculations quickly and accurately.
Analyze situations accurately and adopt an effective course of action.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing with students and adults.
Learn and follow rules, regulations, policies and procedures.
Work cooperatively and effectively with others.
Work confidentially with discretion.
Supervise and discipline students according to approved policies and procedures.
Operate a variety of instructional related equipment such as computers and duplicating machines.
Positively support, motivate, and encourage student participation.

Work independently with little direction.
Provide instruction and refer students for discipline according to approved District policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency and two years experience working with verbally or physically aggressive students in an organized setting or one year experience working with students in a school setting

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination as required.
Must obtain First Aid and CPR certification within six months of employment and keep certification up-to-date.
Must obtain de-escalation techniques training and keep certification up-to-date.

WORKING CONDITIONS:

Learning environment for students with behavior problems (such as verbal and physical aggression); subject to bending, lifting and restraining children as needed to prevent them from harming themselves; subject to exposure to communicable disease.

Job Study-1/2020