

Para Educator – Special Day Class & SUCCESS  
(Emotional Disturbance) SDC Class, 1:1

VICTOR ELEMENTARY SCHOOL DISTRICT  
JOB DESCRIPTION  
(Classified Bargaining Unit)

**POSITION:**

**Para Educator – Special Day Class & SUCCESS  
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**POSITION  
DESCRIPTION:**

Under the direction of an assigned supervisor, assists a certificated teacher in providing instruction and care to individuals or groups of students placed in special education programs because of specific learning disabilities, significant emotional and behavior problems, orthopedic handicaps and other handicapping or health related conditions. Monitors and reports student progress regarding behavior and performance. Performs a variety of clerical and instructional duties and support of the instructional program as required by the disability and/ or health needs of the student including specialized physical health care needs in order to provide a safe and orderly environment for students and staff.

**ESSENTIAL JOB  
FUNCTIONS:**

1. Assists in the supervision of students to maintain an effective classroom and a safe school environment
2. Provides specialized physical health care needs to students (this could include, but not limited to: suctioning services, catheterizing services, specialized feeding services, blood sugar testing, toileting, i.e. diapering, and specialized services relating to asthma and allergic reactions)
3. Assist students with personal difficulties by assisting instructor to keep students and staff safe in aggressive situations.
4. Assists in preparing/presenting a variety of instructional materials as directed by a certificated teacher.
5. Tutors assigned students on an individual or group basis in basic academic, testing, language, computer, and or specialized subject areas relative to their level of achievement

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6. Performs a variety of clerical support functions as assigned; types letters, requisitions, reports, communicate with parents as directed, maintains and files student instructional and program records and materials
7. Assists in organizing learning materials, equipment, classroom and set up materials for daily activities
8. Provides teacher with information/input regarding students' progress through observations and daily contacts; maintains accurate student progress records as assigned
9. Accompanies and assists students in using the library and other specialized equipment relating to the assigned instructional area
10. Assists in loading and unloading students from busses as assigned
11. Accompanies teachers and students on field trips and other student related extra-curricular activities
12. Reinforces life and social skills to students with learning disabilities, language, communication and behavior problems
13. Adheres to policies and regulations related to confidentiality
14. Communicates and works cooperatively with sites and co-workers
15. Reports all safety, sanitary, and fire hazards
16. Attends training and meetings as directed
17. Performs other related duties as directed

**MINIMUM  
QUALIFICATIONS:**

**Requirements:**

- Possession of a valid California Drivers License

**Knowledge of:**

- Safe practices in classroom and campus activities
- Routine office procedures, methods, and equipment
- Applicable office-based computer programs

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- English usage, vocabulary, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics
- Proper lifting techniques

**Ability to:**

- Maintain confidentiality
- Work cooperatively and courteously with others
- Set a positive example
- Work using independent judgment
- Operate office equipment
- Perform routine clerical duties
- Multi-task
- Prioritize tasks and meet deadlines
- Understand and carry out oral and written directions
- Adapt to, accept, and interact in varying situations
- Communicate effectively, both orally and in writing

**EXPERIENCE:**

**Required:**

- None

**Desired:**

- Working with children in learning situations, training or education in child development and/or learning theories

**EDUCATION:**

**Required:**

- High School Diploma or equivalent
- To be in compliance with federal and state laws applicant must meet one of the below requirements:
  - (A) Complete a minimum of 48 college credits; **OR**
  - (B) Obtain an Associate's (or higher) degree; **OR**

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- o (C) Successfully pass a District-developed test assessing your knowledge of, and ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

**LICENSES AND**

**OTHER REQUIREMENTS:**

Some positions in this class may be required to utilize approved procedures for meeting the specialized physical health care needs of students.

**WORKING**

**CONDITIONS:**

**Environment:**

- Work closely with a number of special needs children who may have moderate to severe behaviors
- Extensive public contact
- Busy and fast-paced school setting

**Physical Demands:**

- Hearing and speaking to exchange information
- Sitting at a work area for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate to intense physical activity
- Standing or sitting for long periods of time

**Hazards:**

- Exposure to bio-hazards
- Exposure to communicable and contagious illnesses