

**HAMILTON UNIFIED SCHOOL DISTRICT  
Job Description**

**JOB TITLE: SPECIAL EDUCATION PARAPROFESSIONAL**

<b>SALARY RANGE:</b>	Range 9	<b>DIVISION:</b>	Classified
<b>DEPARTMENT:</b>	Site Administration	<b>LOCATION:</b>	Various School Sites
<b>REPORTS TO:</b>	Site Principal	<b>WORK YEAR:</b>	School Days Only + 2 in-service days
<b>APPROVED BY:</b>	Governing Board	<b>DATE:</b>	December 14, 2022

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**SUMMARY:**

Under general supervision of site administrator, assists certificated staff in monitoring of student activities, maintenance of a suitable learning environment and learning experiences, preparation of appropriate materials, and providing a safe and healthy environment. Assists in the planning and implementation of an educational program for children; and performs a variety of general clerical duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF ALL POSITIONS:** (May include, but is not limited to the following)

1. Assist in planning and implementing learning experiences for students.
2. Assist students in academic subjects such as reading, writing and math; work effectively with students in classrooms and assist them in academic, vocational and/or living skills.
3. Tutor students in developing interpersonal relationships with peers and adults; promote the safety of the students by helping them develop self-confidence.
4. Under the direction of a teacher, train and assist students in behavior management; provide education for appropriate interpersonal actions; respond to discipline problems; model appropriate behavior for students and staff.
5. Promote the well-being of the students by helping them develop a positive attitude/self-image, personal hygiene habits and an ability to cooperatively play and interact with other children and adults.
6. Monitor students during classroom, outdoor or community activities.
7. Correct homework assignments and in-class exercises as assigned.
8. Recognize and respond to health and safety situations.
9. Perform clerical duties as assigned.
10. Assist in maintaining records and charts on individual students.
11. Maintain orderliness & cleanliness of student work station and areas; may set up and move chairs & tables; assist in caring for & maintaining materials, equipment, supplies or toys.
12. Attend staff and parent meetings and in-service training.
13. Perform related duties as assigned by supervisor or classroom teacher.
14. Assist and train student in the maintenance of personal needs including feeding, combing hair and dressing appropriately.
15. Assist students with basic physical movement; work with students to develop motor coordination.
16. Instruct students in skills such as dressing, eating and personal hygiene.
17. Provide physical assistance to student who cannot care for themselves including feeding, diapering, turning and physical movement.
18. Provide physical lifting when performing duties such as changing diapers, posturing students and dealing with discipline problems in the classroom.
19. May transport students for field trips and other activities.

**JOB RELATED**

**QUALIFICATION REQUIREMENTS:** 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 the essential functions.

**Knowledge of:**

1. Proper child care techniques.
2. Techniques and methods of child supervision.
3. Cultural and physical differences and needs of children in assigned program.
4. English usage, spelling, grammar and punctuation.
5. Modern office methods, practices, procedures and equipment.

**Ability to:**

1. Learn growth and development principles of children
2. Patiently and effectively work with students of differing backgrounds
3. Learn basic first aid and safety requirements
4. Physically perform job tasks
5. Communicate clearly and concisely, both orally and in writing
6. Establish and maintain effective working relationships with those contacted in the course of work
7. Follow directions and function within program policies and procedures

**EDUCATION AND/OR EXPERIENCE:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be completion of specialized training in child development, special education or a related field.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and to effectively present information in one-on-one and small group situations to students, parents, and other employees. Spanish Speaking desired.

**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.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

**CERTIFICATES AND LICENSES:** Possession or ability to obtain a valid CPR certificate, possession or ability to obtain a valid Standard First Aid certificate, must possess 48 semester units from an accredited college or university; or 2) Associate's degree or higher; or 3) CBEST or 4) Passage of other district approved Local Assessment Test.

**PHYSAL DEMANDS:**

Occasional (less than 25%)

1. Ability to bend and twist, stoop, and kneel
2. Ability to lift 40 pounds
  - a. Under special circumstances, employee may be required to lift or move more than 40 pounds, with the assistance of other District or County employees.
3. Ability to carry 25 pounds
4. Ability to stand for extended periods of time

Often (25 – 50%)

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1. Sufficient mobility to move about a classroom

Very Frequent (76%)

1. Ability to stand and move around a classroom
2. Ability to work at a desk, conference table, or in meetings of various configurations
3. Ability to see for purposes of reading printed matter and observing students and staff
4. Ability to hear and understand speech at normal levels
5. Ability to communicate so others will be able to clearly understand
6. Ability to operate office equipment
7. Ability to reach in all directions

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**WORK ENVIRONMENT:** The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under conditions with some exposure to risk of injury and/or illness; may require moving from school to school during the day. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people.