

**Sunnyvale School District**  
**Position Title: Special Education Para Educator**

**Work days/month:** 210 days/10 months  
(<https://www.sesd.org/Page/719>)

**Salary:** Range 24

**Basic Functions:**

- Under the direction of an assigned supervisor, or teacher, provide instructional support and assistance to teachers and students assigned to a designated special education instructional program; perform a variety of support activities related to behavior intervention and classroom instruction of special education students; perform a variety of clerical support duties related to classroom activities.

**Essential Duties & Responsibilities:**

- Reinforce instruction to students with learning disabilities and language, communication, and behavioral challenges; confer with general and special education teachers concerning programs and materials to meet the individual needs of special education students and to support concept inclusive practices.
- Provide instructional support and assistance to teachers and students assigned to a designated special education program via individual or small group instruction.
- Assist assigned teacher with the formulation and implementation of lesson plans; modification of instruction and materials; administering and scoring tests and assignments and collecting and communicating student progress.
- Foster relationships with students through positive interactions and culturally responsive practices.
- Assists in monitoring and ensuring student safety in the classroom, on school grounds, and in the community following health and safety protocols. Supervises students in the classroom, on school grounds, and in the gathering areas, during community-based instruction, on field trips, and at special events.
- Monitors and oversees the behavior of students according to approved procedures; reports progress regarding student performance and behavior.
- Observe and redirect the behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Assist and perform personal hygiene for students, including cleansing, tooth brushing, toileting, and diapering as needed; serve snacks and meals to students with needs in adaptive living skills, and monitor self-feeding students; assist when students have difficulty while eating.
- Accompanies students going from one location to another, including to and from the bus/transportation.
- Assist, lift, and carry students with limited mobility to provide safety and enable access as necessary.
- Perform a variety of clerical duties such as preparing, and duplicating instructional materials; maintaining student records and files; and recording student attendance as requested.
- Set up and operate educational technology such as communication technology, and other equipment that serves to assist and enhance instructional programs.
- Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
- Perform other duties as requested by the supervisor.

**Knowledge:**

- Knowledge of grade level and intervention curriculum, child development principles, and practices related to Special Education eligibility.
- Basic instructional methods and techniques, such as clarification and scaffolding.
- Safe practices in classroom and playground activities.
- Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
- Basic computer skills including email and district applications.

**Abilities:**

- Collaborate with the Special Education team.
- Utilize learning-related educational programs.
- Lead and facilitate small group instruction with minimal supervision.
- Understand and follow verbal and written instructions.
- Establish and maintain cooperative and effective working relationships with others. Communicate professionally and clearly both verbally and in writing.
- Understand and relate to children with special needs.

- Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.
- Constructively engage in rapidly changing behavioral situations.

**Education and Experience:**

- Possess a high school diploma.
- An AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or have an equivalent experience in the related field.
- Experience working in a Special Education environment is preferred.

**Required Licenses & Certificates:**

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

**Working Conditions:**

**Environment:**

- Campus-wide environment and community setting.
- Occasional interaction with emotional, dissatisfied, or demanding individuals.
- Constant interruptions.

**Physical Requirements:**

- Visual acuity to read a variety of materials in both print and digital formats.
- Auditory ability to exchange information.
- Sitting/standing for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, as needed.
- Engage in sometimes strenuous activities with students including running, lifting, weight shifting, and positioning.
- Ability to lift up to 25 pounds.

**Hazards:**

- Potentially harmful physical outbursts from students.
- Potential for contact with blood and other body fluids.

**Terms of Employment:**

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

**Evaluation:**

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).