

## **SUNNYVALE SCHOOL DISTRICT**

**May 2018**

### **CLASS TITLE: PARA EDUCATOR - SPECIAL EDUCATION (ED)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of identified emotionally disturbed students; monitor and report student progress regarding behavior, social-emotional and academic performance; assist students in developing various self-help, social and community skills.

#### **ESSENTIAL DUTIES:**

Tutor individual or small groups of identified emotionally disturbed students assigned to a designated special education instruction program; reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and related activities in various subjects.

Confer with teachers concerning programs and materials to meet the individual needs of identified students; utilize appropriate methods of instruction and therapy to achieve individual student goals and objectives.

Assists in maintaining order among students in the classroom, on school grounds and in the community. Supervises students in the classroom, on school grounds and in the gathering areas, during community-based instruction, on field trips, and at special events.

Sets up and operates audiovisual equipment, computers, and other equipment that serves to assist and enhance instructional programs.

Provide support to the teacher by setting up work areas, displays and exhibits, operating equipment and distributing and collecting paper, supplies and materials.

Provide instruction and assistance to emotionally disturbed students in social, self-help and community skills; assist and perform personal hygiene for students as needed.

Counsel and provide emotional support to students; utilize active listening skills and interact with students regarding their personal issues and concerns.

Observe and control behavior of students according to approved procedures; monitor and report progress regarding student performance and behavior.

Accompanies students going from one location to another.

Prepare students for and assist student in main-streamed class in accordance with established procedures.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Operate a variety of classroom and office equipment including a computer, copier, and laminator.

Greet students at the bus; lift and carry students and push student in wheelchairs as necessary.

Attend and participate in parent conferences and a variety of meetings as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Special needs, problems and requirements of emotionally disturbed students.

Child guidance principles and practices.

Basic subjects taught in District schools including mathematics, reading, writing, grammar and spelling.

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

Methods and techniques of behavioral therapy.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

**ABILITY TO:**

Assist a certificated teacher in providing instruction to individual or small groups of identified emotionally disturbed students.

Assist students in developing self-help, social and community skills.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and follow oral and written instructions.

Perform clerical duties related to classroom activities.

Understand and relate to child with special needs.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Possess a high school diploma and an AA degree from an accredited college or university, *or* 48 semester units from an institute of higher education, *or* have demonstrated knowledge of Language Arts, Mathematics and the Ability to Assist in Instruction (Test).

Experience working with students requiring a specialized learning environment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and playground environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Ability to lift up to 25 pounds.

**HAZARDS:**

Abusive and potentially harmful 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 Sunnyvale School District and California School Employees Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.