

**CLASS SPECIFICATION**

**PARAEDUCATOR-INSTRUCTION**

**DEFINITION**

Under the supervision of the principal, the direction of certificated personnel, and in collaboration with support staff, assists all students as directed, with a focus on instructional support; implements specialized strategies to meet specific IEP/504 goals; assists teachers with routine clerical and non-instructional duties; and does other related work as assigned.

**REPRESENTATIVE DUTIES**

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Work as an effective team member with the teacher and support staff to implement programs as prescribed in a student's Individual Education Plan (IEP)/504
- Implement specialized programs to assist students with educational and communication goals, as applicable
- May assist students with behavior needs
- Effectively use positive reinforcement strategies with all students
- Record data, document progress in daily logs, and communicate progress and concerns to appropriate certificated staff
- May attend student-related meetings as needed
- Assist with and facilitate training in self-help skills such as feeding, toilet training, and toilet needs, if applicable
- With appropriate training, support a student's health plan
- Perform a variety of routine clerical and recordkeeping activities
- Supervise all students
- Maintain professional competence by participating in all offered professional development

**QUALIFICATIONS**

To perform this job successfully, an individual must possess:

**Knowledge of:**

- Effective oral and written communication skills
- General needs and behavior of children with special needs, maintaining positive relationships
- Basic behavior management
- Core subjects, math, and ELA skills; correct usage of English language, both written and oral (spelling, grammar, punctuation, and pronunciation)

- Basic computer skills, operation of office and classroom equipment, and routine recordkeeping
- School safety, classroom procedures, and appropriate student behavior
- Interpersonal skills using tact, patience, and courtesy
- Basic first aid

**Ability to:**

- Learn and implement current specialized communication, behavior, and educational systems
- Implement positive learning activities for children
- Learn and implement accurate data collection on student performance and progress
- Establish and maintain effective and cooperative relationships
- Communicate clearly and effectively, orally and in writing
- Maintain regular attendance and punctuality

**Education and Experience:**

- High school diploma or equivalent
- Associate’s degree (AA), or higher, or pass a district proficiency exam
- Any combination of training and experience that would indicate possession of the knowledge, skills, and abilities listed
- Additional training in specialized programs preferred

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Employees in this position may occasionally be subjected to aggressive student behaviors. While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. There is possible exposure to bloodborne pathogens, body fluids, and communicable diseases. Occasional work with sharp objects (i.e. syringes, scissors) may be required.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to 50 pounds but may involve heavier objects with assistance. This position may require providing physical assistance to students of various weights. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom, and personal contact. Specific vision abilities including close vision, depth perception, and focus are required.

Approved: September 12, 2019  
 Revised – March 14, 2024