

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSTION TITLE:** Special Education Para – Community Based Education Program

**DEPARTMENT/DIVISION:** Special Education

### **POSITION SUMMARY:**

Under the supervision of the Director of Special education or designee and the direction of the special education classroom instructor, the Special Education Para – Community Based Education Program serves as an assistant to teachers by aiding in the supervision and training of special education students in a variety of site and community-based instructional environments.

### **ESSENTIAL FUNCTIONS:**

1. Assists special education teachers in the conducting of lessons and a variety of classroom activities.
2. Regularly performs tasks requiring the exercise of unique skills with minimal teacher supervision.
3. May serve as student supervision at community-based experiences.
4. Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction.
5. Serves as liaison between teaching and community-based partner staff.
6. Assists in maintaining order among students in the classroom to maintain an effective learning environment.
7. Appraises teacher of behavioral and learning problems experienced by the students.
8. Works with instructional materials such as workbooks, flash cards, and multiplication tables.
9. Prepares for, assists with, and cleans up after various classroom projects.
10. Assists teachers in the physical education programs, student store, and in supervision of students in the library or in other special activities.
11. Assists in the preparation of graphic and written teaching materials.
12. Grades papers, operates duplicating equipment, collects data for analysis and utilization by other Special Education department members, and keeps records as directed by the teacher.
13. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
14. Assists in maintaining inventory of books, teaching aids and other supplies.
15. Orders and distributes supplies as instructed.
16. May assist with programs, equipment, and materials to meet the needs of exceptional students.
17. Helps individual students with specific problems.
18. Maintains regular and prompt attendance in the workplace.
19. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment.
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak, hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Push/pull up to 75 lbs.
7. Lift and carry up to 75 lbs. at waist height for short distances.
8. Run short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule. As required, must wear protective devices provided by the District.

**SALARY:** Classified Range 31

**Board Approved:** 10/28/2025