

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

PARA-EDUCATOR - SPECIAL EDUCATION

DEFINITION:

Under supervision of the Principal or designee, the Para Educator of Special Education works closely with the classroom teacher to assist in the instruction and care of special needs students including management of student behavior, record keeping, instructional assistance, medical care, classroom organization and interaction with students and support staff, and perform other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Principal or designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Student Assistance:

- Assists with personal hygiene skills such as toilet training or diapering, changing soiled clothing, hand washing, dressing, grooming and eating skills which may include specialized feeding requirements or equipment.
- Carries out behavior management techniques according to student IEPs and classroom rules.
- Implements appropriate behavior interventions; including de-escalation techniques.
- Implements consequences for inappropriate behavior; and physically restrains student, if necessary, for classroom safety.
- Assists in using and preparing a variety of adaptive equipment and mobility programs following the instruction of the therapist or teacher.
- Instructs students in domestic skills such as clothes washing, dishwashing, etc.
- Provides assistance to students in the use of augmentative communication which may include non-verbal forms of communication.

Record Keeping:

- Assists the teacher in maintaining accurate records and reports including attendance charting, daily charts of student progress, accident reports, lunch count and money.
- Records progress towards Individualized Education Plan (IEP) goals and behavior management.
- Assists the teacher in ordering and maintaining the classroom supplies, equipment and materials.
- Assists the teacher in the physical setup of the classroom for group instruction, projects and activities.
- Assists the teacher with daily and weekly lesson/work plans and follow-through.
- Monitors students during yard and bus duty.
- Provides teacher with input for student services.

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Staff Assistance/Interaction:

- Assists teacher in implementing IEP goals; discusses IEP goals and plans with other staff to maintain consistency; assists and provides the instructional team with new ideas for student goals.
- Follows daily instructional schedule.
- Assists support staff on classroom processes.
- Assists in the preparation of all necessary materials for lessons and conducts one-on-one and small group instruction in academic areas.

Integration/Inclusion:

- Prepares materials necessary for community-based instruction and classroom.
- Reinforces proper behaviors while participating in school activities.
- Adapts tools/materials necessary to perform class activities in integrated settings.
- Accompanies students to class; and independently drives a County vehicle and monitors students on field trips, community-based instruction and ROP.

Health and Safety:

- Participates in crisis communication and de-escalation techniques to assist in maintaining student behavior.
- Disinfects equipment and materials; sanitizes laundry and dishes; keeps toxins and medications out of reach and in a safe location.
- Performs daily student health checks for signs of illness, monitors students who may have chronic conditions requiring administration of medication.
- Performs specialized physical health care services in accordance with the Education Code, if trained.
- Administers first aid and CPR, if necessary.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Possession of forty-eight (48) units of college coursework, or an A.A. or higher, or pass a proficiency test.
- Previous experience working with groups of children, working with disabled students or adults is highly desirable.

Knowledge of:

- Non-violent crisis intervention
- Safe practices in classroom and playground activities.
- Instructional methods and techniques.
- Basic record-keeping and filing techniques.
- Classroom procedures and appropriate student conduct.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

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Skills and Abilities:

- Read and understand instructions, teaching manuals, and/or guides.
- Communicate effectively in both oral and written forms.
- Supervise students.
- Follow instructions with a minimum of direction.
- Work independently and make decisions within the framework of established guidelines.
- Adapt to individual needs of students and work with interruptions.
- Adapt to changing conditions as needs dictate.
- Respond quickly and appropriately to emergency situations.
- Understand and maintain confidentiality.
- Perform general clerical duties including record keeping and filing.
- Be trained in current specialized health care procedures.
- Toileting techniques for all ages.
- Assist students in the use of technology.
- Uses safety procedures in operating wheelchairs and other equipment.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in a school facility supporting students special needs, with regular interruptions and participate in small and large group meetings.

Licenses and Certificates:

- Valid California Class C Driver's License
- Provide proof of automobile insurance, if driving personal vehicle for work.
- Crisis Prevention Intervention (CPI) or equivalent Certificate

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- First Aid and CPR Certificate

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: D

Approval Date: September 17, 2025