RIALTO UNIFIED SCHOOL DISTRICT
CLASSIFIED

PARAPROFESSIONAL – MILD/MODERATE

DEFINITION:

Under the direction of an assigned Administrator or Supervisor , performs a variety of follow-up instructional activities; assists in the conduct of training and learning activities with children experiencing special learning needs assist certificated teacher in reinforcing instruction to individuals or small groups of students, and monitor and report student progress; performs a variety of routine clerical and supportive activities in support of the specialized academic program; performs other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Assist the teacher(s) in preparing Materials, teaching aids, bulletin boards and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials with or without the use of media, and computer assisted instructional equipment and software programs in supporting instructional activities planned by the teacher.
- Collaborate with Education Specialists to support individual students and small groups of students with special services to reinforce instructional concepts by adapting the content, methodology or delivery of instruction.
- May monitor student progress in identified areas; observe students and may record appropriate data regarding academic and/or behavioral information.
- Provides support to the teacher to ensure a safe and stimulating educational environment.
- Support and demonstrate appropriate techniques for reinforcing and providing Positive Behavior.
- Maintain a variety of records and files, including confidential student records and medical information
- Perform routine first aid that may include aiding children experiencing seizures or respiratory disorders
- Appropriately operate all classroom equipment including but not limited to mobility equipment and classroom supports.
- May participate in parent conferences, and pupil instruction and training planning processes
- Assist teacher(s) for the purpose of maintaining an inclusive, cooperative, and creating instructional environment.
- Participate in meetings and in-service training programs as assigned.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

<u>KNOWLEDGE OF:</u>

- Basic concepts of child growth development and behavioral characteristics, particularly pertaining to pupils with special learning needs.

- Student behavior management strategies and techniques relating to students experiencing atypical control problems.
- Appropriate English usage, punctuation, spelling and grammar.
- Basic mathematical concepts.
- Computer curricular programs and basic programming language.
- Routine record storage, retrieval and management procedures.

ABILITY TO:
- Demonstrate an understanding, patient, and receptive attitude toward students of various ages and ethnic groups, particularly those exhibiting specialized needs.
- Appropriately manage student behavior and guide students toward more acceptable social behaviors.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Utilize a variety of appropriate instructional materials and procedures used in the enhancement of a training and educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.

EDUCATION AND EXPERIENCE:

EDUCATION:
Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:
One year of paid or volunteer experience working with groups of various ages requiring a specialized learning environment is preferred.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- A First Aid certificate and a CPR certificate issued by the American Red Cross is required at time of employment and must be kept current as a condition of continued employment.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Training or course work in child growth and development, special education, instructional technology, or a closely related field is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor/Outdoor Split. Fast Paced Work Environment. Adverse or Seasonal Weather

PHYSICAL DEMANDS:
The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions

- Will frequently exert 25 to 50 pounds of force to lift, carry, push, pull or otherwise move objects
- Will sit most of the time, but may run, walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:
N/A

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