

INSTRUCTIONAL PARAPROFESSIONAL II – SPECIAL EDUCATION (UPBUILDING)

DEFINITION

Under general supervision in designated intensive behavior intervention classroom settings, perform a variety of follow-up instructional activities; assist in the conduct of training and learning activities with children experiencing special learning needs; monitor student behavior, deliver interventions, and provide ongoing behavior support in academic and non-academic settings; work in a variety of instructional settings including the community; perform a variety of routine clerical and supportive activities for certificated personnel; and do other related work as required.

ESSENTIAL FUNCTIONS

Assist certificated personnel with the presentation of learning materials and in the conduct of instructional exercises; tutor individual students and small groups of students with special learning needs to reinforce and follow-up learning and training activities; monitor and assist students in drill practice and study activities as a follow-up to the presentation of instructional lessons by certificated personnel; direct students into safe learning activities and functions, and assist in shaping of appropriate social behaviors; assist in the management of student behavior through the use of positive reinforcement strategies and techniques and carry out individualized Behavior Intervention Plans (BIPS) under the guidance of a supervising specialist or certificated personnel; apply prevention and de-escalation techniques and strategies to help students navigate emotional regulation and challenging behaviors safely; support students in crisis with the use of district adopted crisis management techniques which will require physical restraint training and certification; assist in the preparation of a variety of instructional materials and learning aids; assist individual students and small groups of students in completing classroom assignments, answering questions, providing proper examples, support, and general guidance; assist in maintaining a variety of records and files, including confidential student records and information; operate and assist students in the operation of a variety of instructional media; monitor and assist in the remediation of specific learning problems; perform routine first aid which may include aiding children experiencing seizures or respiratory problems, requesting appropriate assistance for serious student injury or illness; maintain or assist in maintaining an orderly, attractive and positive learning environment; may assist physical therapy personnel in pursuing a prescribed therapy program, which may include limb manipulation, body movement and stretching; may assist in the development of communication skills with children who experience language and hearing disorders; assist children with braces and other mechanical apparatuses; lift and move children who are unable to provide assistance; assist where necessary with toileting and feeding responsibilities; may catheterize students when needed; follow certificated personnel lesson plans and may assist in preparation of plans based on certificated personnel direction and explanation of student academic needs; assist in the evaluation of the instruction and student progress and problems; track and document student behavior, interventions used, and progress toward goals under the guidance of supervising specialist or certificated personnel; prepare and maintain bulletin boards, interest centers, educational displays and teaching devices; straighten or organize classroom or other learning facility; may accompany students on field trips and outside the classroom and escort students to and from designated locations as assigned; may attend in-service training sessions and other school activities; respect confidential nature of student records and school reports.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs;

Knowledge of (continued):

Behavior management strategies and techniques relating to pupils experiencing atypical control problems;
Methods, techniques and procedures for lifting and moving children incapable of providing assistance;
Basic concepts of mathematics;
Routine record storage, retrieval and management procedures

Ability to:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature;
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;
Understand and apply the basic concepts of child growth and development and possess a genuine liking for students;
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment;
Understand and follow oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, special education, instructional technology, or a closely related field.

Experience:

One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

REQUIRED LICENSES OR CERTIFICATES

Possess (or obtain within 6 months of employment in position) and maintain the district approved/designated crisis management certification, which includes physical restraint training. If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderate work, lifting, carrying, or pulling children and/or objects weighing up to 50 pounds.

Pre-placement Physical: Class I