JOB DESCRIPTION

JOB TITLE: Paraeducator II - Special Education (Physical Disabilities)

Job Family: Instructional/Student Services

Range: 15

Purpose Statement/s: The job of "Paraeducator II - Special Education (Physical Disabilities)" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of special education students; relieving teachers of routine clerical tasks; and assisting students by providing for special health care needs. Incumbents are distinguished from classification of Paraeducator I in their assignment to assist students in special programs, including, but not limited to, special day and resource programs for instruction of students with identified mental, emotional, physical or learning handicaps.

Essential Job Functions:

* **Assists** a certificated teacher or teachers in classroom operation, including the teaching of academic skills related to the level of achievement for a group of mentally, emotionally, physically, or learning handicapped students.
* **Assists** in the supervision of students to maintain an effective learning environment, noting behavioral problems observed and assisting in discipline within a framework of well established policies and procedures.
* **Prepares** instructional materials and equipment for use in classroom activities; types, prepares copies and gathers appropriate resource information, materials and equipment as assigned.
* **Provides** teaching staff and school administrators with relevant feedback and information on student progress through observation, daily contact and the maintenance of accurate student progress records.
* **Administers** and corrects tests, daily assignments and homework, etc.
* **Assists** in establishing and maintaining informational and operational records in files; reports and tracks student progress.
* **Monitors** and assists students while using equipment, including computer terminals, cassette recorders, audio-visual equipment and other instructional media.
* **Monitors** inventories and orders instructional supplies and equipment as needed.
* **Oversees** and supervises students during classroom activities, on campus/play fields, in library and on field trips.
* **Operates** a variety of instructional media, office machines and equipment.
* **Tutors** students individually or in small groups to reinforce and follow-up on learning activities.

* **May** assist students in self-contained instructional settings as well as assist and track progress for individual students in core academic subjects as required.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

* **Participates** in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.

Job Requirements - Qualifications:

* **Experience Required:** Prior job related experience, paid or volunteer, with school age children. Incumbents are encouraged to participate in courses, seminars and workshops in the areas of instructional services, psychology or guidance.

* **Skills, Knowledge and/or Abilities Required:**

  Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in both written and verbal form, use correct grammar, punctuation and spelling. Provide for special health care needs of students.

  Knowledge of the principles of child development, instructional processes; general purposes and goals of public education; student testing and testing procedures.

  Abilities to understand and address students with special needs, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Pass the District's adopted Proficiency Examination with a satisfactory score.

* **Other:** First Aid and Cardiopulmonary Resuscitation Certificates may be required.