

GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: PARAPROFESSIONAL III (Special Education Environment) RANGE D

DEFINITION OF POSITION

Under the direction of the Classroom Teacher, Principal or Designee, performs required duties which includes classroom teacher assistance, assigned instructional specialties and individual student assignment.

ESSENTIAL FUNCTIONS

- Assists the instructional personnel in assigned instructional areas.
- Tutors individual students and small groups of students with special needs to reinforce and follow up learning and training activities.
- Assists in shaping of appropriate social behaviors.
- Assists in the management of acting out student behavior through the use of positive reinforcement strategies and other appropriate techniques.
- Operates and assists students in the operation of a variety of instructional aids, computer assisted instruction equipment and software programs.
- Monitors and assists in the remediation of specific learning problems and conditions.
- May administer medication in accordance with specific medical instruction.
- Performs routine first aid and requests assistance for non-routine injury or illness.
- Observes and monitors children with handicapping conditions and requests appropriate assistance for pupil experiencing distress.
- Maintains or assists in maintaining an orderly, attractive and positive learning environment.
- May participate in parent conferences and other student progress report activities.
- Provides a variety of skill building activities with children who experience language and hearing disorders.
- Interacts with students; encouraging performance, observing progress and meeting instructional and behavioral needs as they arise.
- Shares observations with the teacher.
- Maintains confidentiality.
- Assists with general campus supervision and discipline as assigned.
- Assists teacher in preparing materials, record keeping, obtaining supplies and use of media equipment.
- Performs screen-testing when requested.
- Follows accepted principles, practices, rules and regulations for the school to which assigned.
- Attends job related in-services, conferences and staff meetings as assigned.
- Assists students with any personal needs (i.e. personal hygiene, toileting, feeding) as necessary.
- Performs other related duties as assigned.

REQUIRED QUALIFICATION

- Must meet the requirements of No Child Left Behind.

QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar and punctuation;
- Child guidance principles and practices particularly pertaining to students with special needs;

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QUALIFICATIONS (cont.)

Knowledge of:

- The District may require specialized skills, abilities and training appropriate for a particular assignment;
- Behavior management strategies and techniques relating to pupils experiencing a typical control problem;
- Special needs and behavior of assigned students;
- Safe practices in classroom and playground activities;
- Basic instructional methods and techniques;
- Classroom procedures and appropriate student conduct;
- Oral and written communication skills.

Ability to:

- Work with minimal supervision;
- Perform routine clerical tasks or operate a variety of educational and office related machines and equipment;
- Assist with instruction and related activities in a classroom or assigned learning environment;
- Understand and follow oral and written directions;
- Establish and maintain cooperative and effective working relationships with others;
- Observe health and safety regulations.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close color and ability to adjust focus. The noise level in the work environment is usually moderate.

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

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Previous experience working with children in an organized setting, preferably as a Paraprofessional.

Education:

- Education from high school preferably with training or coursework in child growth and development, special education, instructional technology, or a closely related field.

Board approved: 05/2026