

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION

PARAEDUCATOR-SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Principal or Assistant Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a special education classroom or other school environments; assist in the presentation and preparation of learning materials, lesson plans, instructional exercises; monitor and report student progress to the teacher; assist in the implementation of Individual Education Plans (IEP); perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher with the presentation of learning materials and in reinforcing instruction to individual or small groups of students with special needs in a classroom or other learning environment; monitor and oversee student drills, practices; tutor and assist students with assignments and homework in various academic subjects.
- Assist instructional and support staff with the implementation of Individualized Education Plans (IEP) and lesson plans; assist assigned students in reaching IEP academic, emotional, social, physical and behavioral goals.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior to the teacher, assist with the implementation of behavior intervention strategies and plans as directed.
- Prepare instructional materials and other related materials, as needed by the teacher; disseminate and collect student assignment work sheets and materials; adjust curriculum as directed to accommodate individual students learning needs.
- Maintain sensitivity to learning difficulties encountered by students, assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Assist students with various therapies, positioning, developing motor skills and related exercises as required; utilize medical instruments and equipment as required; assist students with the use of adaptive equipment.
- Assist students with performing and developing academic, social, behavioral and life skills; assist in shaping student's behavior through positive reinforcement, redirection and other strategies.
- Assist students with personal hygiene including dressing, washing and grooming; assist students with eating; toileting, diapering, posturing and/or lifting.
- Escort students to and from designated school locations; push student wheelchairs; lift students in and out of wheelchairs and other equipment;
- Perform a variety of clerical duties in support of classroom activities such as preparing, inputting data, duplicating and filing instructional materials; assist the teacher with maintaining records, logs and student files related to attendance, grades, progress, behavior and assigned activities.
- Set up work areas and displays; distribute and collect student work, supplies and materials; operate or assist students in the operation of a variety of instructional technology media or assistive devices.
- Escort students to and from designated school locations.
- Observe and control behavior of students in the classroom according to approved procedures; supervise and observe student behavior during meal and snack times, recess, field trips, assemblies and other school events and activities as directed; report progress regarding student performance and behavior; accompany students on field trips as assigned.
- Support inclusion and collaborative educational programs.
- Assure the health and safety of students by following health and safety practices and regulations; perform routine first aid; request appropriate assistance for serious student injury or illness.

- Communicate with teachers, staff, administrators and others to exchange information and resolve issues or concerns related to IEPs, student activities and behavior; collect, track and record data on student behavior as directed.
- Operate a variety of classroom and office equipment including a computer and assigned software.
- Attend and participate in meetings and in-service trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized setting.

Additional qualifications if position supported by funds under Every Student Succeeds Act (ESSA) include:

- Completed at least two years of study at an institution of higher education or,
- Obtained an associate's or higher degree (college level) or,
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Licenses and other Requirements:

- Participate in ongoing training for specific disabilities.

Knowledge of:

- Child guidance and instructional principles and practices related to children with special education needs.
- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to students with special learning, physical and/or emotional needs.
- Positive Behavior intervention strategies and techniques relating to pupils experiencing atypical challenges.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- General remediation strategies involved in the enhancement of student speech, language and articulation skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Operation of a variety of office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Basic first aid techniques.
- Confidentiality requirements.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Assist students with personal hygiene, grooming, self-help and life skills.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Demonstrate an understanding, patient, and receptive attitude towards students of varied age

- groups, particularly those exhibiting needs of a specialized nature
- Learn and apply curriculum content and objectives to students with special needs.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors.
- Monitor, observe and report student's behavior according to approved policies and procedures.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Move or position student's in and out orthopedic equipment and during classes as directed.
- Communicate effectively both orally and in writing.
- Work under close supervision and direction from classroom teacher.
- Maintain records and confidentiality of student information.
- Observe health and safety regulations.
- Learn and apply basic first aid techniques and practices.
- Operate adaptive medical and physical support instruments.

DESIRED QUALIFICATIONS:

- Training or college coursework in child growth and development special education, instructional technology, or a closely related field is desirable.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom Environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Pushing students in wheelchairs as assigned by the position.
- Lifting, transferring and moving students as assigned by the position.
- Ability to walk long distances

Hazards:

- Moving or positioning student's in and out orthopedic equipment and wheelchairs.
- Potential contact with dissatisfied or abusive individuals.
- Potential for contact with blood borne pathogens, bodily fluids, and communicable diseases

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 6/10/98, 2/9/05, 12/14/16, 2/14/18

FLSA Status: Non Exempt