

## Del Norte County Unified School District

## Position Description

Position: Paraprofessional – Severely Handicapped	Salary Ranges: 111, 112, 114
Department/Site: School Site	FLSA: non-exempt
Reports to/Evaluated by: Principal	

### **Summary**

Performs a variety of activities in support of special instructional programs including special education for severely handicapped students. Assists teachers and staff in development and implementation of programs, materials, and exercises to enhance the student learning experience and develop life skills.

### **Distinguishing Career Features**

The Instructional Assistant for Severely Handicapped provides support, reinforces curriculum, and assists students with medical procedures and physical hygiene. Instructional Assistants for Severely Handicapped start at level I and advance based on education.

Level	Education and Training
I	High School diploma or equivalent (GED), experience working with children, competency exam for NCLB. May require an additional competency exam for language or subject matter.
II	High School diploma or equivalent (GED), 15 college semester units directly related to working with children in a classroom environment, experience working with children, and competency exam for NCLB.
III	High School diploma or equivalent, 48 college semester units directly related to working with children in the classroom, or Associates degree or higher, experience working with children, and competency exam for NCLB.

### **Essential Duties and Responsibilities**

- Works on an in-depth basis with small groups and individual students on special subjects and exercises, and with the special needs of the severely handicapped, to execute individual lesson plans and strategies for maximizing learning. Provides information on student progress and discusses student daily activities, progress, academic needs and needed course(s) of instruction.
- Communicates with students throughout the instructional day. May require the use of sign language.
- Prepares and may develop age-grade appropriate instructional aids and exercises to support the curriculum being taught.
- Assists students in developing and maintaining life skills such as purchasing and preparing food, making change, locating and taking public transportation, and interacting with others.

- Assists teachers, specialists, therapists, and parents with developing and evaluating individual and educational goals and objectives. Assist with implementation of special programs.
- Monitors classroom activities when a teacher is absent from the classroom. Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand discipline.
- Reports student academic and behavior progress and performance to teachers. Documents student progress by correcting assignments, administering and scoring criterion referenced exercises or tests.
- Confers, as needed, with teachers, resource staff, and other school personnel concerning programs and materials to meet student needs.
- Provides clerical and technical assistance to teachers such as filing, ordering school supplies, maintaining a workroom inventory, maintaining lunch counts, toileting and behavior modification charts, filing, taking attendance and copying.
- Assists with loading and unloading of students onto buses. Supervises students on buses, and during lunches and snacks. Assures safety of students following health and safety rules.
- Assists students with certain medical and hygiene functions. Assists students with personal hygiene and in developing self-help grooming skills such as, but not limited to, dressing and undressing, eating, washing, oral care and toileting. Assists in changing diapers as needed.
- Lifts, moves, and adjusts students, especially non-ambulatory students. Loads students onto tables or adapted toilets.
- If trained, may be required to dispense medications, facilitate tubular feeding and limited invasive connections, and other applications in compliance with medical and legal requirements and established guidelines and procedures.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires working knowledge of the subjects taught in the District schools, including

math, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of basic clerical and record keeping processes. Requires knowledge of special education programs. Requires knowledge of and skill at using special adaptive devices for handicapped children. Requires a basic knowledge of medical and therapeutic protocols and procedures used for student hygiene and comfort. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students. May require competency in a second language.

- **Abilities**

Requires the ability to assist teaching staff with implementation of instructional goals and activities. Requires the ability to assess the needs of individual students and develop instructional support techniques and materials to meet those needs. Requires the ability to interact with teachers, parents, therapists, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks. Requires the ability to make formal demonstrations to individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom sized groups. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and physical barriers. May require competency in a second language and/or the ability to learn basic sign language gestures.

- **Physical Abilities**

Requires the ability to perform indoors in an office and/or classroom/laboratory environment engaged in work of a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires sufficient hand/arm body positioning to work with and assist children. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of medium weight (under 50 pounds) on a regular basis, and more than 50 pounds on an intermittent basis with assistance or with the use of labor saving devices.

- **Education and Experience**

Any combination equivalent to: Graduation from High School and experience working with students in a classroom or equivalent environment.

- **Licenses and Certificates**

May require a valid driver's license. May require a valid first aid card and CPR certificate within 90 days of employment.

- **Working Conditions**

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor, aggressive voluntary or involuntary student behaviors, possible exposure to bloodborne pathogens and assisting with hygiene.