



CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355

Phone: (661) 257-4500 • Fax: (661) 257-5737 • www.castaicusd.com

CLASSIFIED EMPLOYMENT OPPORTUNITY

SPECIAL EDUCATION PARAEDUCATOR – SEVERE

Northlake Hills Elementary School

For the 2022-2023 School Year

6.5 hours per day from 7:40am to 2:40pm

Salary: Range 11 – New Hire Initial Placement, Step 1 – Step 3: \$19.19 -\$20.16 per hour

OPENING DATE: July 21, 2022

CLOSING DATE : August 1, 2022 by 4:00 p.m.

Please apply on Edjoin

CLASS DEFINITION: Classified

Under the direction of the Site Administrator or designee, assists the certificated teacher by performing a variety of instructional and personal services in an effort to provide students with the assistance they need to realize full benefit from the District's educational program.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. High school diploma or equivalency.
3. Able to pass District Proficiency Examination.
4. Knowledge of proper English usage and grammar.
5. General clerical experience and knowledge of office machines is desirable.
6. Experience and work involving the supervision of students is desirable.
7. One year of paid experience working with children.
8. Completion of 30 college semester units which include coursework directly related to the job, such as child psychology, early child care or child growth and development may substitute for six (6) months of the required experience. Completion of a District approved training program for Paraeducators may substitute for the one year of experience or six (6) of the college semester units.

PERFORMANCE RESPONSIBILITIES:

1. Provides individualized instruction by matching instruction to needs of each pupil
2. Confers on a regular basis with teacher in regard to planning and scheduling activities, instructional goals and objectives, pupil progress, and pertinent health or behavior problems
3. Assists with supervision of classroom, outdoor playground, and field trip activities to direct pupils into safe activities and relationships
4. Assists teachers with implementation of students' Individualized Education Plan (IEP) through instruction in a wide variety of academic and social activities
5. Helps pupils learn normal speech patterns by helping them produce sounds, words, and sentences
6. May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crisis management plans
7. Guides and assists pupils or provides an example in a variety of areas: physical development and fitness, communication, personal hygiene, academic learning, vocational skills, and is often assigned to do more in-depth work in one of these areas
8. Assists teacher in establishing and maintaining a clean, safe, and pleasant classroom and learning environment
9. Assists teachers with the modification and maintenance of appropriate standards of behavior for pupils
10. Assists lifting of students in and out of wheelchairs, braces, and other orthopedic equipment

11. Assists staff member in positioning pupils and in rendering various forms of personal care such as toileting and diapering, when necessary; assists pupils in dressing, undressing, and grooming as needed
12. Assists pupils to learn through the use of computers and other teaching aids
13. Helps pupils to be self-reliant, relate to individuals and groups who are not handicapped, and to learn how to sequence tasks
14. Works with pupils individually or in small groups to tutor reinforce, or follow-up on learning activities
15. Provides assistance to pupils learning vocational skills
16. May administer first aid
17. Accompanies or assists pupils to and from school bus or other transportation and in moving to and from activities on school site or campus
18. Accompanies and assists certificated personnel during the transporting and instructing of pupils in off-campus or community-based settings
19. May ride with pupils on the bus which transports the pupils to and from school
20. May pick up breakfast and/or lunches from the site cafeteria
21. Prepares lunch trays and, under direction of certificated staff, feeds pupils unable to feed themselves
22. Attends inservice and staff meetings as required
23. Perform routine clerical tasks
24. Maintains confidentiality of pupil records in accordance with legal requirements and policies
25. Other duties as assigned

PHYSICAL DEMANDS:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements:

- a. Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- b. Able to conduct verbal conversation.
- c. Ability to hear normal range verbal conversation (approximately 60 decibels).
- d. Ability to sit, stand, stoop, kneel, bend and walk.
- e. Able to stand for sustained periods of time.
- f. Able to kneel or squat for extended periods of time.
- g. Able to climb slopes, stairs, steps, ramps, and ladders.
- h. Ability to lift up to 50 lbs.
- i. Ability to carry up to 50 lbs.
- j. Able to push and pull objects weighting up to 100 pounds.
- k. Able to sustain strenuous manual labor for a minimum of 3.75 hours.
- l. Ability to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- m. Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner.
- n. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.
- o. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer, or assist staff with toileting/diapering procedures.

WORK ENVIRONMENT:

Some assignments require constant attention to protecting physical safety in a classroom where pupils, because of assaultive or self-abusive tendencies, could cause serious injury to themselves or others.

Some positions may require:

- Availability of private transportation
- Ability to lift or move students who weigh up to 50 pounds
- The employee may be required to use a multi-person or learn the use of mechanical lifting equipment to lift or move pupils who may weigh in excess of 50 pounds or a pupil of any weight who may present other lifting problems.

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.