Paraeducator – Special Education

JOB SUMMARY:
Under the supervision of the Nevada County Superintendent of Schools (NCSOS) Special Education Associate Superintendent and Special Education Principal, the Paraeducator will assist certificated teaching staff, therapist, nurse, and other specialists in providing instruction to individuals or small groups of students assigned to special programs/services offered by NCSOS including classrooms serving the intellectually disabled, orthopedically impaired, autistic, multi-disability, emotionally disturbed population, and alternative education. Most positions are classroom-based. Some positions may be itinerant.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: (Other duties may be assigned)
1. Provides and reinforces instruction to individuals or small groups of students in a variety of classroom and educational settings; utilizes recommended methods of instruction and communication modalities to achieve goals and objectives set forth in the Individual Education Plan (IEP) and/or Common Core State Standards, who are English proficient, non-English proficient or limited English proficient within general and special education classrooms as assigned by supervising administrator or teacher.
2. Performs clerical duties including maintaining records, student data sheets and records of student progress; prepares a variety of reports including written legal reports regarding students removed from school for disciplinary reasons, reports for probation officers, and special incident reports regarding action and safety of students as necessary.
3. Communicates with teachers, specialists and therapists concerning strategies, programs and materials to meet student needs; serves as a liaison for certificated staff and other specialists regarding parent questions and concerns
4. Collaborates with team member to support students’ needs and progress.
5. Follows behavior intervention and support plans with fidelity as directed by the administrator, school psychologist, and/or behavior intervention specialist.
6. Assists teachers in the instruction and supervision of students with behavior or emotional problems; observes and manages behavior and interactions of students according to approved procedures; reports progress regarding student performance and behavior.
7. Operates office equipment such as but not limited to a copier, fax machine, computer and laminator as necessary.
8. Assists with the instructional environment including indoor and outdoor; leads and monitors playground activities and movement education/physical education; setting up work areas, displays and exhibits, operates audio-visual equipment and educational training equipment; distributes and collects materials and supplies; prepares educational materials and corrects student assignments.
Paraeducator – Special Education

9. Assists in the planning for and completes the inventory of supplies, collects, assembles and distributes materials and equipment to meet the learning needs of the students.

10. Adheres to all health and safety practices and procedures; assists in maintaining a clean and orderly classroom and indoor and outdoor learning environment.

11. Responds to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day; documents seizures or other identified conditions per protocols or interventions and completing required record keeping.

12. Assists and supervises students in individual and group settings including indoor and outdoor environments within the school campus, community based instruction and field trips.

13. Accompanies students to general education classrooms when needed for successful integration under direction of the NCSOS credentialed teacher.


15. Accompanies students to an alternative space or room when they are in crisis; using Special Education Local Plan Area (SELPA) or school approved de-escalation techniques and approaches, assists students in resolving problems; and redirects students.

16. Assists students in the use and care of various orthopedic devices including performing simple maintenance tasks on wheelchairs, walkers, and other equipment or other assistive devices; as appropriate and as needed; under direction and guidance of certificated staff and specialists.

17. Assists and supervises students in the use of classroom computers, educational technology and adaptive equipment; sets up equipment for use; and assists students with electronic communication devices as needed.

18. Demonstrates respect and dignity to all students; attends to the educational, emotional, physical and overall safety of students who are non-ambulatory, have limited mobility, or independently mobile; are verbal, non-verbal, or use alternative communication system, promotes safe independence to the extent possible.

19. Attends and participates in staff meetings, in-service training programs and other meetings as assigned.

20. Performs special feeding and positioning techniques as prescribed; administers specialized health care procedures; administers prescribed medication to students under the direction of teacher, therapist, nurse, or specialists.

21. Assists students ranging with self-help and personal hygiene skills including but not limited to feeding, tooth brushing, toileting, and dressing; performs diapering and toilet training activities and techniques as developed by the NCSOS credentialed teacher or school nurse.
Paraeducator – Special Education

DESIABLE QUALIFICATIONS:
Knowledge of:
- Child guidance principles and practices, especially as they relate to special education students.
- Basic subjects, including arithmetic, grammar, spelling, language and reading.
- Principles and techniques of providing instructional assistance to small groups of individuals in a variety of subject areas.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic computer operation.
- Basic record-keeping techniques.
- Appropriate classroom procedures and conduct.

Ability to:
- Accept direction and to work cooperatively with staff.
- Function independently and wisely in a variety of unique, often stressful situations.
- Remain calm and respond appropriately in an emergency situation.
- Maintain confidentiality to protect privacy of students, families and staff.
- Assist a certificated teacher with instruction in an assigned special education program.
- Work with severely disabled and emotionally disabled students.
- Assist with the development of students social skills through an integrated program based on individual needs.
- Learn instructional techniques appropriate for assigned handicapped/disabled students.
- Learn and utilize various modes of teaching for students' specialized needs.
- Follow the lesson plans and make necessary adjustments to facilitate individual student needs.
- Learn behavior modification, disciplinary techniques and specialized physical health care needs of students.
- Demonstrate a patient, understanding and receptive attitude toward children with special needs, including those with disruptive emotional characteristics.
- Administer assigned testing instruments to assist in developing IEP’s.
- Understand and follow oral and written directions.

WORKING CONDITIONS:
Environment:
- Assist in creating a functional and attractive environment for learning such as interest centers, displays, bulletin boards, and audio visual aids; to practice and encourage care of all furniture, textbooks, apparatus and other equipment.
Paraeducator – Special Education

Physical Demands:

- Sufficient strength to lift up to 50lbs., sufficient flexibility to demonstrate gross motor activities, get up and down off of the floor, crouch, stoop, kneel, crawl and climb in and out of vehicles.
- Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties and to make determinations relative to the effective performance of the tasks.
- Facility and stamina to sit and stand for extended periods of time.
- Facility to see and read printed materials, with or without vision aids.
- Facility to hear and understand speech on the telephone, and at normal room levels.
- Facility to speak in audible tones so that others may understand clearly in normal conversation, in training sessions, in meetings, and on the telephone.
- Bending at the waist, kneeling, and reaching overhead, above the shoulders and horizontally.
- Manual dexterity to operate a multi-positioned telephone, computer, copier, calculator, and other commonly used office equipment.
- Physical agility to bend, to stoop, to open and access file drawers in the normal performance of duties, to walk on pavement, to climb stairs, and to reach overhead.

EDUCATION AND EXPERIENCE:

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

- High School diploma or equivalent
  --AND--
  One of the following:
  • Completion of 48 college semester units
  • Satisfactory completion of an approved Paraeducator test
  • Completion of a county approved proficiency test in reading, writing, and mathematics.

- Recent experience working with severely emotionally, mentally, and/or physically disabled special education students in an organized setting. (preferred).
Paraeducator – Special Education

OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

- Must hold a valid California Driver's license, for itinerant positions.
- Must provide proof of automobile insurance coverage, for itinerant positions
- Fingerprint and Background clearance
- Post Offer, Pre-Employment Physical
- Valid Tuberculosis clearance
- Current CPR and First Aid certification (or ability to obtain).

FLSA Status: Non-Exempt

Employee Group: Classified (NCPA Bargaining Unit). Special Education Services

For Office Use Only:
At time of employment, the employee will be required to sign a copy of their job description for their personnel file. I have received a copy of this job description.

______________________________  _______________________
Employee Signature                     Date

Revised: 8/27/13, 10/22/15, 2/21/17, 7/17/17, 10/18/17