JOB TITLE: PARAEDUCATOR – SPECIAL EDUCATION – SEVERELY HANDICAPPED PROGRAM

JOB PURPOSE STATEMENT: Under the direction of an assigned certificated staff assists in the instruction, supervision and training of individuals or groups of students with a variety of special education needs; performs a variety of instructional services within a well-defined framework of policies and procedures; provide a range of instructional training experiences in a variety of educational environments which may include specific classrooms, learning centers, vocational programs, the community and/or other instructional facilities. May service students with any of, or combination of, the following conditions: mental retardation, autism, severe physical/medical involvement (i.e., cerebral palsy, seizure disorders, etc.), communication disorders (to include non-verbal), hearing/vision impairment, learning disabilities, emotional disturbance, behavior disorders, and to perform related duties as assigned. General direction is provided by the Principal or Assistant Principal.

JOB FUNCTIONS:

▪ Assists in directed instruction including: vocational skills - job and work related tasks; academics: including reading, writing, and math concepts; motor skills - physical education, body awareness; speech/language - communication skills; leisure/recreation – recess, games, outings, breaks; domestic skills – food preparation, housekeeping; self help – toileting, feeding, personal hygiene, dressing, etiquette, manners; other specialized health care – diapering, toilet training

▪ Assists students in community vocational training; ride with students on public buses; trains students at job sites with duties and a variety of activities as necessary according to individual needs; escort students to libraries, parks, shopping malls and restaurants to enhance student community awareness and to develop maximum independence and self-esteem

▪ Assists students in developing independent travel skills such as walking safely to destination, using public transportation, complying with traffic signals; developing proper money handling and coin recognition

▪ Assists students with personal hygiene and in developing self-help grooming skills as appropriate such as dressing and undressing, eating, washing, oral care and toileting; assist in changing diapers as needed
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JOB FUNCTIONS – continued

- Assists with medications according to established guidelines, procedures, and training; accordance with specialized training provided by a health specialist
- Assists instructor in assessing student’s ability and progress; provides information and discusses student’s daily activities, progress, academic needs and needed course of instruction; discusses student needs with group and foster care homes
- Lifts, moves and adjusts students, especially non-ambulatory students; assists students onto tables or adapted toilets; assists in loading and unloading students from buses; places students in standers, wheelchairs and other apparatus; assists in positioning students in braces, adapted PE equipment and other equipment as necessary
- Observes and controls group activities and behavior of students according to established procedures; reports progress regarding student performance and behavior; escorts students to various locations on school campus; provides patient and sensitive care and assistance to emotionally and physically fragile students
- Assists in maintaining health and safety of assigned students by being aware of the learning environment and the potential hazards of student actions
- Assists in maintaining an effective learning environment through student supervision, class management and student discipline
- Performs a variety of clerical tasks, including typing, making copies, collating, gathering resource information/materials, filing, answering phones, taking and relaying messages, word processing and other clerical functions as assigned
- Contributes relevant feedback on student progress through observation, interaction and maintaining accurate records; maintains confidentiality of students’ records
- Monitors and assists students in using adaptive devices, i.e., electric wheelchairs, hearing aids, speech synthesizers, cassette players, VCR’s, and various recreational equipment
- Projects a mature, constructive, stable and healthy attitude in the learning environment; develops rapport with all students, being fair, consistent and respectful
- Uses English clearly and distinctly in both written and verbal form, correct grammar, punctuation and spelling
- Understands and carries out oral and written instructions
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities; establishes and maintains cooperative working relationships with those contacted during the performance of job duties
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JOB FUNCTIONS – continued

▪ Plans, organizes and prioritizes own work to meet deadlines and accomplish assigned tasks within established timelines

▪ Works effectively with students during activities which requires twisting, pushing and pulling

▪ Takes appropriate action in emergency situations; follows procedures in a calm, reasonable manner

▪ Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

▪ Visual ability to read handwritten/typed documents and the display screen of various office equipment and machines

▪ Able to conduct verbal conversation in English

▪ Able to hear normal range verbal conversation (approximately 60 decibels)

▪ Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds floor lift & 50 pounds arm lift), carry (10 pounds), push/pull (10 pounds), climb, and walk

▪ Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee

▪ Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner

JOB QUALIFICATIONS:

Skills, Knowledge, Abilities and Responsibilities:

▪ Skills are required to perform single non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.

▪ Ability is required to schedule activities; gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others and analyze methods of operation. Ability is also required to work with a diversity of individuals. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions.
Skills, Knowledge, Abilities and Responsibilities – continued

- Responsibilities include working under standardized instructions and/or routines; providing information and/or advising other persons. Utilization of some resources from other work units may be required to perform the job’s functions.

Education:

- High School Diploma or General Education Diploma
- Have one of the following:
  - An associates or higher college degree; or
  - The equivalent of 60 semester or 90 quarter units of college credit; or
  - Pass the Perris Union High School District proficiency examination
- Completion of District mandated training within one year of date of employment
- Course work in child growth and development, special education, or closely related field desirable

Experience:

- Experience working with students requiring a specialized learning environment is desirable

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.