RECRUITMENT ANNOUNCEMENT

JOB TITLE: Instructional Paraprofessional Substitute

WORK YEAR: 3-6 hours per day, Monday – Friday

Area of Assignment:
Excellent opportunity for professional growth by assisting in classroom instruction for special needs students in special education, at-risk youth in community school programs, vocational and K-12 programs.

Positions available in Chico, Durham, Gridley and Oroville.

DEFINITION:
Under general supervision of assigned management employee, assists certificated staff in monitoring of student activities, maintenance of a suitable learning environment and learning experiences, preparation of appropriate materials, and providing a safe and healthy environment. Assists in the planning and implementation of an educational program for children; and performs a variety of general clerical duties.

SUPERVISION RECEIVED AND EXERCISED:
Receives general supervision from management or the assigned certificated supervisor.

EXAMPLE OF DUTIES: [May include, but is not limited to the following.]

A. ALL POSITIONS:
1. Assist in planning and implementing learning experiences for students
2. Assist students in academic subjects such as reading, writing and math; work effectively with students in classrooms and assist them in academic, vocational and/or living skills
3. Tutor students in developing interpersonal relationships with peers and adults; promote the safety of the students by helping them develop self-confidence
4. Under the direction of a teacher train and assist students in behavior management; provide education regarding appropriate interpersonal actions; respond to discipline problems; act as a role model
5. Promote the well-being of the students by helping them develop a positive attitude/self-image, personal hygiene habits and an ability to cooperatively play and interact with other children and adults
6. Monitor students during classroom, outdoor or community activities
7. Correct homework assignments and in-class exercises as assigned
8. Recognize and respond to health and safety situations such as illness and seizures
9. Perform clerical duties as assigned [EXAMPLES: typing, copying, filing, maintaining materials, equipment and supplies, answering phones, taking messages and mail distribution]
10. Assist in maintaining records and charts on individual students [EXAMPLES: attendance records, lunch count, daily charting, grades, test scores and progress of student learning]
11. Maintain orderliness & cleanliness of the facilities; may set up and move chairs & tables; assist in caring for & maintaining materials, equipment, supplies or toys
12. Attend staff and parent meetings and in-service training
13. Perform related duties as assigned by supervisor or classroom teacher
B. SPECIAL EDUCATION - GENERAL (In addition to A. above):
1. Assist and train student in the maintenance of personal needs including feeding, combing hair and dressing appropriately
2. Assist students with basic physical movement; work with students on the prone board and in the swimming pool; work with students to develop motor coordination
3. Instruct students in skills such as dressing, eating and personal hygiene
4. Provide physical assistance to student who cannot care for themselves including feeding, diapering, turning and physical movement
5. Provide physical lifting when performing duties such as changing diapers, posturing students and dealing with discipline problems in the classroom
6. May transport students for field trips and other activities

C. SPECIAL EDUCATION - SPECIALIZED HEALTH CARE (In addition to A. and B. above):
1. Perform the following specialized health care procedures as needed:
   a. Gastrostomy tube feeding (tube to syringe method)
   b. Gastrostomy tube feeding (slow drip method)
   c. Measure and administer medications via oral, rectal, and gastrostomy tube routes.
   d. Suctioning (oro-nasal)
   e. Nebulizer (breathing treatments)

D. SPECIAL EDUCATION - MAINSTREAM CLASSROOM (In addition to A. and B. above):
1. Adapt mainstream classroom equipment and assignments according to the physical and mental capabilities of the child
2. Participate as a member of the educational team and work closely with principals, teachers, aides and office personnel in order to coordinate the program with the normal routine of the participating school
3. May transport students to classroom site

E. SPECIAL EDUCATION - HEARING IMPAIRED/DEAF (In addition to A. and B. above):
1. Assist students, teachers and/or parents with communication using sign language
2. Using sign language, facilitate communication to enable hearing impaired/deaf students to understand concepts for classroom activities, assignments and directions
3. Participate as a member of the educational team and work closely with principals, teachers, aides and office personnel in order to coordinate the program with the normal routine of the participating school

F. TABLE MOUNTAIN SCHOOL - JUVENILE HALL (In addition to A. above):
1. Assist students in the proper use and care of computers and software
2. Maintain and respond to discipline problems; escort children from school to living units; act as a role model
3. Assist in controlling, orienting and testing of students
4. Maintain proper order in classroom during outbursts; deal with volatile children and understand why they act out in a lock-up situation
5. Counsel students regarding conduct and self-discipline
6. Understand and follow Butte County Juvenile Hall security and lock-up procedures
7. Use of proper emergency and emergency phone procedures
8. Account for classroom materials, such as scissors, pencils, etc.
9. Maintain strict confidentiality in all job related matters
10. Maintain a good, cooperative working relationship with Juvenile Hall Staff
QUALIFICATIONS:

KNOWLEDGE OF:
1. Proper child care techniques
2. Techniques and methods of child supervision
3. Cultural and physical differences and needs of children in assigned program
4. English usage, spelling, grammar and punctuation
5. Modern office methods, practices, procedures and equipment

ABILITY TO:
1. Learn growth and development principles of children
2. Patiently and effectively work with students of differing backgrounds
3. Learn basic first aid and safety requirements
4. Physically perform job tasks
5. Communicate clearly and concisely, both orally and in writing
6. Establish and maintain effective working relationships with those contacted in the course of work
7. Follow directions and function within program policies and procedures

REQUIRED OF SPECIFIED POSITIONS ONLY:

A. SPECIAL EDUCATION - GENERAL:
1. Possess a valid California driver’s license.
2. Verification of current auto insurance.

B. SPECIAL EDUCATION - SPECIALIZED HEALTH CARE:
1. Learn student specific specialized health care procedures.

C. SPECIAL EDUCATION - MAINSTREAM CLASSROOM:
1. Travel between school sites.

D. SPECIAL EDUCATION - HEARING IMPAIRED/DEAF:
1. Ability to communicate in sign language.

E. TABLE MOUNTAIN SCHOOL - JUVENILE HALL:
1. Ability to accept working in a lock-up situation
2. Ability to be flexible working with grade levels K-12
3. Ability to work in a multiple curriculum environment and knowledge of a wide range of academic subjects
4. Ability to manage assaultive behavior and knowledge of approved strategies for behavior management

F. BILINGUAL (In additional to 1-3 above)
1. Bilingual/biliterate in Spanish and English.

G. CULINARY ACADEMY/RESTAURANT AND BAKING OCCUPATIONS (In addition to 1-3 above)
1. Culinary Academy/Restaurant Occupations Only:
   a. Minimum of one year formal training in Culinary Arts
   b. Minimum of one year full-time paid experience in a institutional food preparation facility [preparing food, ordering, stocking, and taking inventory of related materials]
2. Baking Occupations Only:
   a. Completion of a certified program in baking & working experience in the baking industry
EXPERIENCE AND TRAINING - ALL:

1. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be completion of specialized training in child development, special education or a related field
2. Possession or ability to obtain a valid CPR certificate
3. Possession or ability to obtain a valid Standard First Aid certificate
4. Must possess 48 semester units from an accredited college or university; or 2) Associate’s degree or higher; or 3) CBEST (Plus passage of CODESP Instructional Component); or 4) Passage of a Butte County Office of Education approved comprehensive Local Assessment Test (CODESP); or 5) Passage of another district approved Local Assessment Test

PHYSICAL REQUIREMENTS - ALL:

Occasional (less than 25%)
Ability to bend and twist, stoop, and kneel
Ability to lift 40 pounds
Ability to carry 25 pounds
Ability to stand for extended periods of time

Often (25 – 50%)
Sufficient mobility to move about a classroom

Very Frequent (76%)
Ability to stand and move around a classroom
Ability to work at a desk, conference table, or in meetings of various configurations
Ability to see for purposes of reading printed matter and observing students and staff
Ability to hear and understand speech at normal levels
Ability to communicate so others will be able to clearly understand
Ability to operate office equipment
Ability to reach in all directions

reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

OTHER REQUIREMENTS:

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED. Applicants will be fingerprinted after all other documents requested are completed and received by HR department.

SALARY: Rates effective July 1, 2023
NCLB Compliant: $18.33 per hour
Non NCLB Compliant: $15.80 per hour