

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PARAEDUCATOR–SPECIAL EDUCATION, MODERATE/SEVERE**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of special education and regular education students in various classroom environments; assist in the preparation of instructional materials and provide routine clerical support.

#### **ESSENTIAL FUNCTIONS:**

Assist a certificated teacher in reinforcing academic instruction to individual or small groups of special education and/or general education students in various classroom environments; assist in reinforcing instruction related to self-help, social skills, language development, and motor skills development of students who support due to developmental, behavioral, physical or emotional difficulties; monitor and oversee student drills, practices, remedial assignments in various subjects, functional academics, domestic skills, community activities, vocational training ; assist students with physical education, recreation/leisure and/or community based instruction activities in an individual or group setting.

Provide individual assistance to students as directed; explain errors and answer questions; assist students with a variety of instructional games and independent living activities. Facilitate informal testing as needed.

Assist teacher with modifying student behavior; assist students in learning gross motor skills such as walking, jumping and climbing; assist students in learning fine motor skills such as reaching, grabbing, folding and cutting; assist children in learning basic academics.

Perform, prepare, and maintain a variety of clerical duties such as assisting with records and reports related to schedules, attendance, program activities, newsletters, grading papers, data collection; assist teacher with preparing instructional materials; duplicating and distributing materials; correct, score and record tests, papers and homework assignments; organize materials to assist student learning.

Oversee and assist students with self care activities such as grooming, feeding and toileting; assist students with maintaining personal hygiene and cleanliness; as assigned supervise students in a classroom as directed; assist teacher with recreational activities in classroom, on playground and during community based instruction; oversee groups of students during playground activities as assigned; assure safe outdoor play.

Assist students with learning self help skills including but not limited to the recognition of words essential to survival, including phone numbers, names and home addresses; removing and hanging up jackets, zipping and buttoning clothing; grooming; brushing teeth; toilet training and other hygiene related tasks; assist students with learning to prepare simple food dishes, self-feeding,

developing good eating habits and maintaining a clean kitchen as assigned.

Distribute and assist students with medications according to prescribed procedures in accordance with current law; assist students with specialized feedings including tube feedings, seizures and other medical issues as assigned; provide personal care as needed such as diaper changing; lift and carry students as necessary; push students in wheelchair.

Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.

Participate as site team member to gather data related to student goals. Attend and participate in parent conferences and a variety of meetings as assigned; schedule meetings as directed.

Operate a variety of classroom and office equipment including a computer, copier, paper cutter and laminator.

Support instruction in various classroom environments to include but not be limited to: autism; intellectual disabilities; multiple disabilities; and emotionally disturbed.

Perform related duties including supporting any student, as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices related to children with special education needs.

Problems and concerns of students with special needs.

Basic subjects taught in District schools including mathematics, reading, writing, grammar and spelling.

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

Medical procedures associated in working with students with special health care needs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and filing techniques.

Classroom procedures and appropriate student conduct.

Methods, techniques and procedures for lifting and moving children.

Operation of standard office and classroom equipment.

Health and safety regulations.

Proper lifting techniques.

**PREFERRED KNOWLEDGE OF:**

Behavior and Crisis Intervention methodologies.

**ABILITY TO:**

Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students.

Provide routine clerical support.

Maintain routine records.

Demonstrate an understanding, patient and receptive attitude toward severely disabled children.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and relate to children with special needs.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate standard office and classroom equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

See to read a variety of materials and monitor student activities.

Hear and speak to exchange information.

Reach overhead, above the shoulders and horizontally.

Use proper lifting methods.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and one year of experience working with children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

NCLB Paraeducator requirement can be met by completion of ONE of the following:

- EGUSD No Child Left Behind Paraeducator Certificate
- California Basic Educational Skills Test (CBEST)
- Completion of two years college (48 semester units) or A.A. degree (or higher)

Valid CPR Certification (CPR certificate must be issued within six months of employment and maintained as outlined by issuing entity).

Valid California driver's license.

Floor-lift 50 pounds and arm-lift 50 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom, playground environment and community based instruction environments.

**HAZARDS:**

Abusive and potentially harmful outbursts from students which may include but is not limited to: verbal outbursts, hitting, kicking, spitting, and biting