

Paso Robles Joint Unified School District

Job Description

TITLE: Para-educator Special Education – RSP/SDC

CLASSIFICATION: Classified

WORK YEAR: 193 days

REPORTS TO:

SALARY: Classified Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of special education students; assist in the preparation of instructional materials and implementation of Individualized Education Plans (IEP'S); provide routine clerical support. Duties will be commensurate with demonstrated ability, training, education and experience.

ESSENTIAL FUNCTIONS Include, *but are not limited to:*

- Working in either a one on one situation or in a classroom setting with students who are designated either RSP or SDC
- Assisting certificated staff in providing instruction to identified students with an Individualized Education Plan (IEP), including SDC, RSP, mainstreamed students, or other related special education assignments
- Reinforce instruction to students with learning disabilities and language, communication and behavioral problems Follow IEP in utilizing appropriate instructional and classroom management strategies and techniques
- Confer with teachers concerning programs and materials to meet individual needs of special education students.
- Assist certificated staff with implementation of IEP's or Physical Training Programs
- Provide guidance for students in academic learning, vocational, social and leisure skills, physical development and personal hygiene
- Monitor and assist students with special learning needs in drill, practice and study activities
- Direct students into safe learning activities and functions
- Maintain an orderly, attractive and positive learning environment
- Observe and control student behavior according to approved procedures
- Assist in the shaping of appropriate social behavior
- Provide instruction in reading, mathematics and other subjects according to in-service, instruction and guidance from certificated staff
- Perform a variety of clerical and record keeping activities including, student attendance and behavior records, academic and achievement records, preparation of materials, and maintaining records and supplies
- Maintain confidentiality of school records and information
- Assist with the preparation of instructional materials
- Perform student assessment activities including, administration of tests, scoring tests and written work, and maintaining assessment records
- Set up and maintain special classroom equipment and learning centers
- Operate audio-visual and office equipment
- Assure health and safety of students by following health and safety practices and procedures
- Perform routine first aid and assist with student medical treatment after proper training
- Escort students from the classroom to resource rooms and other programs
- Attend and participate in staff meetings, in-service training, and parent conferences
- Assists with student supplementary assignments and supervise independent work
- Perform the functions of the position in an accurate, neat and timely fashion
- Use good judgment and decision making skills
- Tutor students individually or in groups using instructional objectives and lessons developed by certificated staff
- Review, observe and record instructional data.
- Assist with crisis intervention and student discipline

- Support and assist in the enforcement of classroom, school and district rules including, observe, record, and chart student behavior, and implement behavior management strategies
- Conduct individual and small group instruction

Commensurate with demonstrated ability, training, level of education and experience:

Assist in the development of communication skills with students experiencing language and hearing disorders

- Assist with lifting students in and out of wheelchairs, braces and other orthopedic equipment
- Assist staff members in positioning pupils and in rendering various forms of personal care including, toileting and diapering, dressing, undressing, bathing and grooming
- Assist with emergency treatment of children experiencing seizures or respiratory problems
- Maintain procedure manual and documentation of specialized physical health care services and procedures
- Perform direct classroom and laboratory instruction to small and large groups of students
- Conduct task analysis of instructional objectives as determined by certificated staff
- Perform the duties of job coach or trainer in vocational training programs, and in training peer tutors under the direction of certificated staff
- Develop specialized teaching materials
- Provide remedial tutoring, identifying areas of need and using appropriate skills, strategies, techniques and materials Under the direction of certificated staff and/or in coordination with other paraeducators; provide classroom instruction (not necessarily in the immediate presence of certificated staff)
- Develop and implement a plan to monitor and increase the frequency of homework in the classroom
- Assist certificated staff and work with students and parents regarding attendance problems
- Assist in the planning and presentation of in-service programs
- Develop and design educational materials
- Assist and help write educational grants
- Assist in increasing parental involvement in the classroom, programs or activities
- Assist in planning and coordinating cultural programs and field trips.

PHYSICAL REQUIREMENTS

The mental acuity to perform the essential functions of the position. Ability to sit at a desk, table, on low chairs, on the floor or on mats, for extended periods of time. Ability to see, read and distinguish colors, a computer screen, educational materials, books and other printed material, with or without vision aids. Ability to hear and understand speech at normal classroom levels and outdoors, and to hear and understand speech on the telephone. Manual dexterity to dial a telephone, to enter data on a computer, and to perform assigned tasks using both hands. Ability to speak in audible tones so that others may hear and understand on the telephone, in classrooms, library, multi-purpose room or outdoors. Ability to walk on uneven terrain, play yards and school grounds. Physical ability, using safe and proper techniques to lift up to 25 pounds to shoulder height and 35 pounds to waist height, and to bend stoop, sit, climb stairs, to walk and to reach overhead as necessary.

QUALIFICATIONS-REQUIRED

Person with knowledge and abilities as stated under essential job functions are considered to meet requirements. Knowledge of the general needs and behavior of children; correct English usage; operation of standard office equipment; ability to perform routine clerical work; make arithmetical calculations with speed and accuracy.

EXPERIENCE AND EDUCATION

Pass a basic skills examination in reading, writing and mathematics. High School diploma or equivalent required. Career Ladder advancement as follows: Paraeducator I and II (Prof Test or 48 semester units), and Paraeducator III and IV (AA Degree or BA Degree)