

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resources

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

SPECIAL EDUCATION PARA EDUCATOR

Title:	Special Education Para Educator	Reports To:	Classroom Teacher/Special Education Staff Designee
Department:	Special Education	Work Year:	186 Days per year
Classification:	Classified	Salary	See Classified (CSEA) Salary Scheduled
Date Approved:	March 2021		

DESCRIPTION OF POSITION:

The Para-Educator, under the direction of the classroom teacher (s) or special education staff designee, will serve as an assistant and resource to teachers to assist and engage in the preparation, planning, and assembling of teaching materials, will be involved in a wide variety of instructional practices and routine duties in the classroom(s). The Para-Educator will also serve as a one-to-one aide or assist small and large groups of students with the skills needed in all aspects of daily living, classroom activities and clean-up, the supervision, teaching, observation, data collection and training of students; including those students with a wide variety of physical limitations, behavior challenges or special needs who may require specialized health care.

REPRESENTATIVE DUTIES:

- Assist teacher in the implementation of individualized instructional plans. E
- Assist teacher in providing specialized instruction to students either individually or in groups. May serve as a one to one aide. E
- Supervise students in general education and community based programs; including recess, group activities, assist teacher with loading and unloading of buses, attending field trips, vocational training, and other school related activities. E
- Supervise students in general education, special education, and/or designated instruction and service provider location to ensure accommodations, modifications, behavior intervention plans, and IEP needs are implemented. E
- Assist teacher in identifying students' needs, data collection, developing lesson plans and maintaining records. E
- Assist individual students in specific problem areas as necessary including but not limited to behavior and social emotional challenges. E
- Help maintain order in the classroom and assist teacher with appropriate discipline when necessary. E
- Perform class-related clerical work. E
- Assist students in use of computers, augmentative communication devices and other adaptive items. E
- Assist students with daily living skills including dressing, toileting, feeding, positioning, and mobility. E
- May administer student medication and maintain medication logs under the direction of a physician and supervision of a school nurse. E

- Assist in creating and maintaining clean and sanitary instructional materials/equipment for special needs students. E
- May receive and record lunch money. E
- May attend meetings such as IEP, SARB, parent-teacher meetings. E
- May be required to assist students with transportation including riding a school bus or public transportation. E
- May organize, inventory and secure materials and equipment. E
- Collect, review, grade, record and file students' work. E
- May travel from room to room or site to site. E
- Under the appropriate supervision, conduct the activities of the classroom for a brief period of time in the absence of the teacher. E
- Supervises groups of students in the library or in other special activities. E
- May volunteer to serve as a backup to temporarily provide specialized health care assistance to designated students. *Training and a stipend shall be paid as a backup at 2.5% of salary for the time served or serve as primary provider at 5% stipend of salary for the duration of the time served. Stipend will be designated on an annual basis.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

- Professional or volunteer work with children or adults with special needs is highly desirable.
- High School graduation or equivalent.
- Must meet requirements of "No Child Left Behind Act" (Associates Degree or higher or forty-eight (48) semester units from an accredited institution of higher learning or passage of the Para Educator Proficiency examination or equivalent
- Previous experience in the specialized care and supervision of children is desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Educational, social and psychological needs of assigned students
- Basic knowledge of an Individualized Education Program (IEP) and servicing students with disabilities.
- Knowledge of English usage, grammar, spelling, punctuation, vocabulary and student recreational activities.
- Knowledge of appropriate basic subject matter from primary through secondary level.

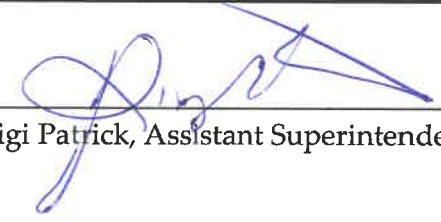
ABILITY TO:

- Understand and follow both oral and written directions: read, write, and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Supervise students' activities in all school activities.
- Work independently with students as needed or in small groups with direction and guidance from teacher, principal, or designee.
- Establish and maintain cooperative working relationships with students, teachers, co-workers and parents
- Acquire skills and follow written or oral directions quickly.
- Engage in physical activity on a continuing basis.
- Work independently and operate electronic educational devices, school equipment, health related equipment; computer, tablet, wheelchair, hooyer lift, etc.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	2
Twist	2	Lift/carry 11-25 lbs	2
Squat	3	Lift/carry 26-40 lbs	2
Kneel	3	Lift/carry 41-100 lbs	1
Climb	2	Stand	3
Reach above shoulder	3	Walk	3
Grip/Grasp	4	Sit	3
Extend/Flex Neck	3	Drive	2
Use Right Hand	4	Perform Repetitive Hand Motions	2
Use Left Hand	4	Keyboarding/Mouse Work	2
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, religion creed, color, national origin, ancestry, age, parental, family, or marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex (sexual harassment), or sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

Approved by:  _____
 Dr. Gigi Patrick, Assistant Superintendent of HR

Date: 7/19/2021