

STANISLAUS COUNTY OFFICE OF EDUCATION

SUBSTITUTE PARA EDUCATOR

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CLASS TITLE: SUBSTITUTE PARA EDUCATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of severely handicapped students in a classroom; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social and community skills.

REPRESENTATIVE DUTIES:

Tutor individual or small groups of severely handicapped students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and related activities.

Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program (IEP).

Provide instruction and assistance to severely handicapped students in social, gross motor, fine motor, and self-help skills; assist students in the community across streets, purchase supplies and meals and utilize good manners.

Assist students on and off the bus; push wheelchairs and lift students as needed.

Observe and control behavior and interaction of students according to approved procedures; report progress regarding student performance and behavior.

Operate various exercise, therapeutic, instructional and office equipment.

Prepare lessons and instructional materials for individual students as directed by the teacher; maintain daily records of achievement.

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Providing emotional and physical support to students; assist with feeding children and toileting activities including toilet training.

Prepare students for and assist students in main-streamed classes according to established procedures.

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment.

Oversee student activities; lead and monitor playground activities and movement education as assigned.

Translate and serve as interpreter as assigned by the position in a designated second language; provide oral and written translations.

Participate in meetings and in-service training programs as assigned.

Perform other related duties as assigned.

KNOWLEDGE OF:

Special needs problems and requirements of severely handicapped students.

Child guidance principles and practices.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

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

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Assist certificated staff with instruction and related activities of the assigned learning environment.

Assist students in developing self-help and social skills.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with physically and developmentally handicapped children.

Establish and maintain effective working relationships with others.

Communicate effectively both orally and in writing.

Restrain and discipline students according to approved policies and procedures.

Operate various instructional, therapeutic and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience in working with children or individuals with disabilities is preferred.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to possess bilingual skills in a designated second language.

Some positions in this class may be required to possess sign language skills.

ENVIRONMENT:

Specialized classroom environment for the severely learning challenged.

PHYSICAL DEMANDS:

Lifting light-medium weighted objects.

Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment.

Bending at the waist, kneeling or crouching to assist students.

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

Hearing and speaking to exchange information.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Exposure to bodily fluids and infectious diseases.

APPROVAL DATE:

November 9, 2016

Cabinet Approved: 11/9/16