

CENTRAL SCHOOL DISTRICT

Job Title: Paraeducator IV - County Special Education

Occupational Group: Instructional

Reports to: Principal/Designee

Pay Range: 20

Date of Board Approval: 7/18/2021

Work Year: 10 months

DEFINITION

Under general supervision, perform a variety of Special Education academic and self-help activities; assist children in a County program with special mental, physical, behavioral or educational needs; [Typical handicapping conditions affecting students in these programs include: autism, blindness, deafness, mental retardation, serious emotional disturbance, orthopedic impairment, multiple disabilities, traumatic brain injury and speech impairment]; administer, score and record a variety of assessments; carry out routine clerical and supportive tasks; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, and one of the following:
 1. Associate of Arts degree, or
 2. Completion of two years of study at an institution of higher education (48 semester units), or
 3. Completion of a formal local or state academic assessment test
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current

Experience:

- Two years of paid or volunteer experience working with multi-age groups of children; preferably children with special learning needs/disabilities.

Knowledge and Abilities:

Knowledge of:

Basic concepts of child growth and development; physical and emotional needs of children with special mobility equipment; use of instructional techniques pertaining to children experiencing special mental, physical, medical, behavioral or learning needs; student behavior management strategies; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; modern office practices, procedures and equipment; operation of a computer; record keeping.

Ability to:

Demonstrate an empathetic, patient and receptive attitude with students experiencing special mental, physical, medical, behavioral or educational needs; act calmly and appropriately in emergencies; assist in feeding and toileting students with special needs; utilize instructional materials and procedures; understand and carry out oral and written directions; assume responsibility for properly supervising students; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; meet schedules and timelines; perform routine clerical tasks; operate a variety of office related machines and equipment; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Follow and implement plans and protocols to assist and support students in meeting IEP goals and objectives. **E**
2. Assist instructional personnel with the preparation and presentation of learning materials for children experiencing special learning needs. **E**
3. Assist teacher with student care activities such as toileting, diapering, face and hand washing, manipulation of clothing and feeding. **E**
4. Perform a variety of activities pertinent to training, physical care, disciplining and tutoring in order to instill habits, knowledge and skills. **E**
5. Lift students in and out of holding or locomotive devices and on and off buses when trained by appropriate staff. **E**
6. Assist students with the use of various types of mobility and medical equipment as trained by appropriate staff.
7. Support and assist individual students and small groups. **E**
8. Administer, score and record a variety of assessments to determine student proficiency levels. **E**
9. Maintain a variety of records and files, which may include confidential and sensitive information. **E**
10. Assist students in the development of appropriate social behaviors. **E**
11. Monitor and assist students in drill, practice and study activities. **E**
12. Assist in the management of student behavior through the use of positive reinforcement strategies and techniques. **E**
13. Work cooperatively with school site and County staff. **E**
14. Supervise and monitor students both inside and outside of classroom. **E**
15. Administer routine first aid and assist with medication protocols. **E**
16. Assist students in the operation of a variety of instructional assisted technology.
17. May participate in meeting/parent conferences or Individualized Education Program meetings, as requested.
18. Assist in maintaining an orderly, attractive and positive learning environment.
19. Travel to schools outside Central School District.

WORKING CONDITIONS

Classroom environment, both indoor and outdoor; possible exposure to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior, including biting, scratching and running.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift or push up to 50 lbs.; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions .

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.