



Sequoia Union High School District

Job Description

JOB TITLE:	Special Education Paraprofessional II
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	I – 9.5
WORK - YEAR / HOURS:	9 months / 5/6/or 7 hours
LOCATION:	Various
BOARD APPROVAL:	June 29, 2016

BASIC FUNCTION

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers and individual or small groups of special education students in a classroom or other learning environment; perform a variety of support activities related to behavior management and classroom instruction of special education students; assist students with performing academic daily living and special health care activities as assigned.

REPRESENTATIVE DUTIES

Assist assigned teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials and provide input and suggestions to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to established policies and procedures; monitor students during outdoor eating, community-based instruction, field trip and various other activities as assigned; monitor and report progress regarding student performance and behavior.

Assist students with performing and developing independent living and self-help skills as assigned; assist students with personal hygiene including dressing, washing and grooming; assist students with eating and activities; toilet students and change diapers and soiled clothing as needed.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation and planning of lesson plans and instructional activities; assist with the implementation of behavior intervention strategies as directed.

Escorts student to and from buses, classes and other locations as assigned; push student wheelchairs; lift students in and out of wheelchairs and other equipment; load and unload students on and off of buses; accompany and assist students in mainstreamed classes and take notes as required.

Assist students with adapted physical education, positioning, developing motor skills and related exercise as required; utilize adaptive equipment; assist students with developing independent walking and mobility skills; interact with and assist students during play, exercise and recreation.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition as required; assist students with spelling and writing exercises and assignments.

Assist with the implementation of Individual Education Plans (IEPs) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives as required.

Provide medical assistance and health care to special education students as assigned; administer first aid and CPR according to established procedures as needed; assist students with the feeding, seizures and other health care activities; dispense medications according to prescribed instructions.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials as required; grade student tests and assignments; record grades as required.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; wipe down and disinfect classroom equipment as required.

Maintain various records and files related to students, IEPs, attendance, health care activities and assigned duties as required.

Provide classroom support to the teacher by setting up work areas, decorations, equipment and displays and distributing and collecting paper, supplies and materials.

Communicate with related services staff to exchange information and resolve issues or concerns related to student needs and assigned special education functions; assist students with developing communication skills as directed.

Operate a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers and assigned software; utilize medical instruments and equipment as required; assist students with using adaptive equipment.

Assist students with the development of social, vocational and money-counting skills as directed; monitor and assist students at community and work sites.

Participate in the pick-up, preparation and serving of food to students as required; operate related equipment; wash dishes.

OTHER DUTIES:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

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

Problems and concerns of students with special needs
Safe practices in classroom activities
Basic subjects including arithmetic, reading, writing, grammar and spelling
Basic instructional methods and techniques
Classroom procedures and appropriate student conduct
Methods, techniques and procedures utilized in the care of severely handicapped children
Operation of standard office and classroom equipment including a computer and assigned software
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary
Record-keeping and filing techniques
First aid and CPR procedures

ABILITY TO:

Assist an assigned teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment
Assist in the implementation of lesson plans and IEPs
Assist children with developing and performing social, independent living, communicative, self-help and learning skills and activities
Understand and relate to students with special needs
Ability to navigate in the community while supervising small groups of students
Provide medical assistance and health care to special education students as assigned
Establish and maintain cooperative and effective working relationships with others
Communicate effectively both orally and in writing
Demonstrate an understanding, patient and receptive attitude towards children with disabilities
Monitor, observe and report student behavior and progress
Understand and follow oral and written instructions
Operate standard office and classroom equipment including a computer
Observe health and safety regulations
Maintain records and files
Administer first aid and CPR

EDUCATION AND EXPERIENCE

NCLB compliance requires that paraprofessionals meet the following criteria:

1. A high school diploma or the equivalent; and
2. Two years of college (48 units); or
3. An A.A. degree (or higher), or
4. Pass a local assessment of knowledge or skills that demonstrates the equivalent of the above requirements.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS

ENVIRONMENT:

Classroom, high school campus, and community-based learning or work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment

Sitting or standing for extended periods of time

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

Lifting and carrying students as assigned by the position

Pushing children in wheelchairs as assigned by the position

HAZARDS:

Contact with blood and other body fluids

Potential for contact with bloodborne pathogens and communicable diseases

Contact with dissatisfied or abusive individuals