



Leadership • Collaboration • Support

JOB TITLE: Paraeducator, Special Education

CSEA Salary Schedule, Range 17

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist a certificated instructor in all areas as assigned and to assist in maintaining a classroom conducive to learning.

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or G.E.D. equivalent.
- An Associate degree (**or higher**) or 48 units from an institution of higher education. Otherwise, pass a local assessment of knowledge and skills in assisting instruction.
- Ability to understand and follow both oral and written instructions.
- Ability to work with students in specialized and regular settings, using patience and understanding.
- Ability to handle confidential materials with discretion.
- Ability to establish and maintain effective work relationships with students, teachers, parents, and the general public.
- Ability to learn and apply basic methods and procedures to be followed in behavioral or medical needs.
- Ability to exercise good judgment.
- Experience toileting and feeding special education students preferred.
- Minimum six (6) months' experience working with children.
- Must have CPR and first aid certification Red Cross or equivalent, or ability to obtain.
- Possession of a valid California Class C Driver's License preferred.

- Complete a medical examination, not more than two years prior to initial hire, and submit the appropriate form as required by law (applies only to employees with a valid Class C Driver's License).
- Complete driver safety trainings as directed (applies only to employees with a valid Class C Driver's License).
- Participation in the Department of Motor Vehicles' (DMV) pull-notice system (applies only to employees with a valid Class C Driver's License).

Employees in this classification, assigned to a program/classroom that requires the transport of students more than 40 hours per school year, must meet the requirements and possess the qualifications outlined below:

1. Possession of a valid California Class C Driver's License.
2. Maintain a satisfactory driving record as required by law.
3. Participation in and compliance with pre-employment, reasonable suspicion, and random drug and alcohol testing.
4. Complete a medical examination every two years from date of last examination and submit the appropriate form as required by law.

ESSENTIAL DUTIES

- Assists certificated teacher in operating a classroom and instructing individual or small groups of students.
- Assists certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records.
- Assists individual students in specific problem areas as necessary.
- Assists in performing Specialized Physical Health Care Services (SPHCS).
- Assists in implementing behavior plans/interventions.
- Helps maintain order in the classroom and assists instructor with appropriate discipline when necessary.
- Performs class-related clerical work.
- Assists students in the use of computers.
- Assists students in learning proper grooming habits and personal hygiene.
- Assists in maintaining a clean and orderly classroom.

- Receives and records money for lunch or classroom activities.

May be required to drive, based on needs of program to which assigned.

- Maintain a log and pre-trip inspection of vehicle prior to the vehicle being driven (i.e., check operability of lights, check for fluid leaks, and check for operability of breaks.)
- Assists students in utilizing public transportation.
- Orders, repairs, inventories, and secures materials and equipment.
- Assists in feeding students, serving and preparing lunches, and post-meal cleanup.
- Assists students with toilet functions; taking them to the bathroom, changing diapers, assisting students with cleanup, and changing clothes when necessary.
- Performs whatever duties are necessary to assure the health and safety of the students.
- Collects, reviews, grades, records, and files students' work.
- Assists students to and from buses, lifting students, and/or pushing wheelchairs when necessary.
- Assists students in physical education and motor skill activities such as balancing, throwing and catching, swimming, sensory perception, etc.
- Provides assistance to students in the use of total communication, which may include Braille, sign language, or other non-verbal forms of communication.
- Works independently with a group of students.
- Supervises students on community-based or regular education-based programs.
- Assists in helping students regarding academics, coping with disabilities, encouraging independence, etc.
- Assists students and staff with the utilization of specialized equipment as appropriate.
- Prepares instructional materials by cutting, pasting, designing, typing, duplicating materials, setting-up materials, and equipment, ordering supplies, etc.
- Supervises students in learning basic vocational skills such as cleaning, grounds keeping, landscaping, food preparation, facility preparation, etc.
- Assists students in learning related skills necessary for successful performance of aforementioned vocational areas such as consumer math, hygiene, safety procedures, communication skills, independence, equipment use, and interpersonal skills.

MARGINAL DUTIES

- May attend meetings such as IEP, SARB, parent-teacher, etc.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%) Walking (20%) Sitting (20%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (4)

Pushing and/or
Pulling loads (3) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (1)