

Chico Unified School District Instructional Paraprofessional

DEFINITION - Under general supervision, to perform a variety of instructional support duties involved in providing instructional assistance to individuals or small groups of students in various special education programs and to perform a variety of clerical duties as assigned.

CAREER HIERARCHY WITHIN SPECIAL EDUCATION

1. **Behavior Specialist** is the senior-most classified hourly position within special education and works directly with management staff. The Behavior Specialist provides support, training, consultation and assessment to staff in support of students with significant behavioral challenges in CUSD.
2. **Instructional Paraprofessional – Intensive Behavior Interventionist (IBI)** is the second most senior position and works directly, training and coordinating, with Behavior Management Assistants and provides training to Instructional Paraprofessionals. The IP-IBI provides support and assistance to the classroom teacher and Instructional Paraprofessionals in the development and implementation of intensive behavioral supports to students with behavioral issues including implementation of comprehensive positive behavioral support plans, effective behavior management strategies, and data collection.
3. **Instructional Paraprofessional – Extensive Needs (IP-EN)** works directly with Instructional Paraprofessionals and Education Specialists in providing instructional and behavioral interventions for supporting students with extensive needs. Support could include academic, communicative, behavioral and/or medical strategies.
4. **Instructional Paraprofessional (IP)** works within all areas of special education supporting teachers and all levels of the special needs population. They perform a variety of instructional support duties involved in providing instructional assistance to individuals or small groups of students in various special education programs and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Assist certificated teaching staff with the development and preparation of instructional materials for students.
- Assist certificated teaching staff with the presentation of learning materials and instructional exercises for students; assist teaching staff in the conduct of lessons and other classroom activities; prepare for and assist with various classroom projects.
- Assist students with academic and social skills and the achievement of goals; reinforce instruction to individuals or small groups in a variety of subjects; develop creative methods and techniques for working with students within the suggested framework of the teacher; review plans with the teacher to ensure correct teaching techniques are being utilized for each student.
- At the direction of the teacher, assist in evaluating student progress in a wide variety of skills; assist in administering placement, vocational and competency tests; correct papers; report progress regarding student performance and behavior to the teacher.
- Monitor and assist students during classroom, outdoor, or community activities and assure the continuance of classroom activities and discipline when the teacher is absent from the room.
- May work with orthopedically or physically handicapped students, including taking care of individual physical health care needs.
- Learn student specific specialized health care procedures. May perform specialized health care procedures as needed; including, but not limited to:
 - o Gastrostomy tube feeding (tube to syringe method).
 - o Gastrostomy tube feeding (slow drip method).
 - o Measure and administer medications via oral, rectal, and gastrostomy tube routes.
 - o Suctioning (oro-nasal).
 - o Nebulizer (breathing treatments).
- Assist and train students in the maintenance of personal needs including eating, personal hygiene and dressing appropriately.
- Assist students with basic physical movement; work with students on the prone board and in the swimming pool; work with students to develop motor coordination.
- Provide physical assistance to students who cannot care for themselves, including feeding, diapering, turning and physical movement.
- Assist and train students in proper toileting, including wiping, changing diapers, and changing soiled clothing.

- Provide physical lifting when performing duties such as changing diapers, posturing students and dealing with discipline problems in the classroom.
- Under the direction of the classroom teacher, teach and assist students in behavior management by establishing a positive rapport with students to help build self-esteem and interpersonal skills through one-to-one and/or small group interaction.
- Perform a variety of clerical duties, including recording information, compiling and maintaining records and files, preparing reports, operating standard office machines and assembling packets and materials for students.
- Provide support to the teacher by setting up work areas, displays, bulletin boards, and exhibits, operating audiovisual equipment and educational training equipment, distributing and collecting papers and supplies; assist in maintaining a neat, orderly and attractive learning environment.
- Communicate all matters of importance to teachers and specialists; communicate important information to parents when so directed by the teacher.
- Assist teaching staff in assessing programs and materials to meet the needs of the students; collect, assemble and distribute learning materials, supplies, equipment and other resource materials; order instructional material and aids when necessary.
- Attend and participate in staff and parent meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Under the direction of the teacher or site administrator, intervene and support students with behavior management.
- Perform other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Reading, language development, and mathematics equivalent to high school competencies;
- Basic subjects taught in schools;
- English usage, spelling, grammar and punctuation;
- Basic clerical procedures;
- Simple record keeping procedures;
- General needs, learning styles and behavior of students;
- General methods of education and tutoring;
- Basic child development theory and principles;
- Basic techniques to motivate students and manage student behavior;
- Safe work practices.

Skill to:

- Operate equipment used as educational aids;
- Operate modern office equipment;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Read, write and understand the English language;
- Communicate clearly and concisely, both orally and in writing.

Ability to:

- Learn the procedures and functions necessary to perform assigned duties;
- Learn instructional terminology, program philosophies, concepts, materials, methods and procedures;
- Learn child guidance principles and practices;
- Effectively direct the work of individual students and groups of students;
- Recognize potential of students and encourage their participation in educational programs and activities;
- Assist with the instructional and related activities of the assigned learning environment;
- Support the assigned teacher's style of classroom management;
- Supervise and discipline students according to approved policies and procedures;
- Perform clerical duties, including filing and duplicating;
- Maintain accurate records;
- Maintain confidentiality of student and school information;
- Demonstrate an understanding, patient and receptive attitude toward students;
- Understand and follow oral and written instructions;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Some experience working in an organized education or childcare setting.

Education:

- Equivalent to the completion of the twelfth grade, and
- Two (2) years of college (48 units), or
- Associate's degree or higher, or
- Pass the District Competency Test for Instructional Assistants/Paraprofessionals.

Training:

- Supplemental specialized training in child development, education or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- May require current First Aid and CPR certification.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the [Job Analysis](#).