

Job Title: SPECIAL EDUCATION PARA EDUCATOR, ITINERANT

Definition:

Under the supervision of the Moderate/Severe Principal and direction of the Itinerant staff to include Orthopedic Impairment (OI), Occupational Therapy (OT), and Assistive Technology (AT). Also is a member of an instructional team and is directly involved with supporting the teaching of children with special needs.

Distinguishing Characteristics:

The Itinerant para-educator directly supports the itinerant certificated staff which services a diverse population of special education students throughout the Antelope Valley SELPA. The Itinerant Para-Educator is also responsible for providing general office support to all Lancaster School District Itinerant Staff whose work space is located at the Park View Educational Complex.

Job Duties:

Incumbents in this classification may perform some or all of these tasks, or may perform similar, related tasks not listed here.

1. Maintain records of assessment, request records, daily schedules, calendar IEP meetings, observations, attendance and/or other paperwork (documents), as required.
2. Contact case managers throughout the AV SELPA.
3. Process and maintain confidential files, as required by State and Federal law.
4. Assist with preparation of student testing materials.
5. Monitor supplies and materials for Itinerant teachers' use and order or arrange for school use
6. Transport and basic set up of students' assigned equipment and/or technology to and from sites or to SELPA office for redistribution or repair.
7. Collect data for goals and fidelity
8. Distribute and process incoming/outgoing mail distribution for Itinerant Staff staff
9. Answer phones, direct calls, and take messages for Itinerant staff.
10. Ensure routine office supplies are ordered and appropriately maintained to support Itinerant Staff
11. Maintain office equipment such as copy/fax machines.
12. Be familiar with Itinerants daily/weekly schedules.
13. Ensure all Itinerant equipment is organized and items/materials are ordered when needed or requested based on students needs.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Appropriate techniques in interacting successfully with students needing various academic and/or behavior interventions.
- Basic math, simple record keeping.
- English usage, spelling, grammar and punctuation
- Computer and computer keyboarding.
- Child abuse laws and procedures.

Skill and Ability to:

- Relate effectively to and demonstrate a receptive attitude toward children with exceptional needs.
- Follow explicitly the directions of the Itinerant Staff.
- Exercise good judgment in emergency situations.
- Work amicably and communicate effectively with staff and parents.
- Maintain flexibility, such as changes in staff or individual student programs.
- Maintain professional confidentiality.
- Follow written assembly instructions for equipment

Training and Experience:

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

- High school diploma or equivalent and a minimum of six college units in such areas as child behavior, child growth and development, health, learning disabilities, education or psychology are required.
- Two years' relevant experience in a special education classroom may be substituted for college units.
- One year of experience working with children in a structured environment, preferably including work with children who have exceptional needs, is required.

¹Required specialized training (such as Non-Violent Crisis Intervention) will be provided and/or verified by the Lancaster School District at no cost to the applicant.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

- Requires lifting, pushing and/or pulling which does not exceed 50 pounds and is an occasional aspect of the job.
- Is subject to environmental conditions indoors and outdoors (wind, dust, and extreme temperatures), including walking on uneven ground
- Is subject to excessive noise.
- May be required to take and pass a physical examination.
- May require working with biohazards (bloodborne pathogens, human waste, etc.).

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Physical Demands: HPD = Hrs. Per Day			
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending (Neck)			X
Bending (Waist)			X
Kneeling			X
Reaching			X
Stooping			X
Crawling		X	
Twisting (back & Neck)		X	
Climbing		X	
Pushing/Pulling		X	

		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.			X			X

11 – 25 lbs		X			X	
26 – 50 lbs.		X			X	
51 – 75 lbs		X			X	

Mental Demands	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier			X
Computer		X	
Fax		X	