

**Job Title:     SPECIAL DAY CLASS – (SDC-LH) SPECIAL ED PARA EDUCATOR**

**Definition:**

Under the direction of the classroom special education teacher and under the supervision of the site administrator, is a member of an instructional team and is directly involved with teaching children with special needs.

**Distinguishing Characteristics:**

SDC-LH para-educators work in self-contained classrooms that serve students with specific learning disabilities or other designations qualifying them for special education services as indicated on their Individual Education Program documents, usually on general education campuses. Students may be mainstreamed for portions of the day into general education classrooms.

**Job Duties:**

The following tasks are categorized by essential and non-essential for this position. Incumbents in this classification may perform some or all of these tasks, or may perform similar, related tasks not listed here.

**Essential Job Duties:**

1. Assist the teacher with educational activities in the classroom.
2. Assist the teacher with positive behavioral supports for students in the classroom.
3. Assist in the preparation of learning materials, which may include typing, duplicating and assembling.
4. May have specific instructional and management responsibility for students, including providing individual support for students in general education settings.
5. Assist with the development of appropriate materials to facilitate goals and objectives.
6. Assist students with the following: toileting/diapering, washing hands, feeding and clean up, wheelchairs, braces, and walkers as needed.
7. Transition and/or monitor students to various activities (including PE and special transportation) as needed.
8. Perform other related duties, as assigned.

**Non-Essential Job Duties:**

1. Maintain records of assessment, attendance and/or other paperwork (documents), as required.
2. Operate computer, audiovisual equipment, assistive technology, and other necessary learning equipment
3. Process and maintain confidential files, as required by State and Federal law.
4. Coordinate meetings with other staff, parents, or outside support agencies.
5. Assist with preparation of student testing materials.
6. Monitor supplies and materials for classroom use, order as needed.
7. Assist the teacher with establishing and maintaining a safe and supportive classroom environment.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

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

**Skill and Ability to:**

- Relate effectively to and demonstrate receptive attitude toward children with exceptional needs.
- Follow explicitly the directions of the classroom teacher.
- Exercise good judgment in emergency situations.
- Work amicably and communicate effectively with all staff and parents.
- Maintain flexibility in the classroom, such as changes in staff, or individual student programs.
- Maintain professional confidentiality.

**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.

Required specialized training (such as Non-Violent Crisis Intervention, CPR, and first aid) 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 bio-hazards (bloodborne pathogens, human waste, etc.).

Range: 19

<b>Physical Demands:</b>	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending	X		
Kneeling	X		
Reaching		X	
Stooping	X		

		<b>Lifting</b>			<b>Carrying</b>	
	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		

<b>Mental Demands:</b>	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

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier		X	
Computer		X	
FAX Machine	X		