

*Fremont Unified School District
Classified Personnel
4210 Technology Drive, Fremont, CA 94538*



Fremont Unified School District
*Classified Job Description
Para Educator unit*

SPECIAL EDUCATION PARAEDUCATOR II

DEFINITION

Under direction of certificated staff, to provide supervision, instruction, safety and hygiene for individual or small groups of special education students with moderate to severe physical, medical, emotional or communicative challenges in a classroom or community setting. Performs related tasks as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification normally works with students including moderate to severely challenged physically, emotionally or communicatively students with learning needs. Students require varying level or assistance in medical care (e. g., catheterization, nebulizer treatment, tracheotomy suctioning, blood glucose monitoring, gastrostomy tube feeding, infusion, ostomy procedures, toileting, diapering and personal care). Some positions in this classification (as identified in IEPs) are dedicated predominately to one student with the goal of developing the students' independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instructional Support (within and outside of the classroom setting)

Assists with the implementation of goals and objectives of student Individualized Educational Program (IEP).

Assists in program implementation with staff and other service providers.

Provides positive behavior modification examples in social, emotional and functional skills, as applicable to the program; monitors and supports positive behavioral programs as defined by the IEP.

Reinforces instruction to individuals or small groups of students by assisting or tutoring them.

Assists students with usage of computers, a variety of software and all assistive technology as needed.

May assist students with artwork skills

May assist students with communications skills

May assist students with vocational skills

May assist students with auditory discrimination skills

May assist with students' vocational skills per the IEP.

Understands and implements positive reinforcement (and positive behavior support plans when necessary).

Diapering and changing clothes.

Student Health and Safety

Provides supervision and aid in activities such as field trips, rest time, attendance, playground, meal service and arrival and departure of students.

Assists in supervising in the classroom; assists in supervising the safety of students and staff in the classroom, playground and other locations.

Participate in the Side by Side lift of students with two people assisting, not to exceed 160 pounds.

Participate in the Upper Lower Body Lift of students with two people assisting not to exceed 120 pounds.

Participate in the safe operation of a Hoyer Lift so as to lift students from wheelchairs to changing tables.

Assist with designated medical and physical services as mandated and trained.

May assist students with physical fitness and development as needed.

May implement safety control positions to students in extreme cases where the safety of other students or staff is necessary.

Assist students with personal hygiene (washing hands, faces) toileting and diapering students (ranging in age from 3 to 22 years of age).

May assist students with bracing or unbracing artificial limbs

May assist students with standing and tilt table

May assist students with hand splints

Clerical and Records Support

Assists in charting targeted behaviors; maintains accurate records, such as medical behavior modification and/or specialized physical healthcare records.

Corrects papers and workbooks; assists with the preparation, correction and recording of results of various tests; maintains student records.

Interacts with students in their activities, encouraging performance, gathering student data and sharing information with the teacher.

Supports the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment needed for lessons; implements activities as indicated in individual's IEP.

Operates various types of classroom and office equipment, arranges classroom bulletin boards and materials.

Types, word-processes, duplicate and assembles instructional and other materials.

Miscellaneous:

Works with students during activities and assists supervisors and students with cleanup after activities.

Assists students with personal care and follows accepted principles, practices, rules and regulations in regard to feeding, toileting, lifting and caring for students in the classroom. May include assistance with equipment such as leg and arm braces, hearing devices, walking and standing devices and wheelchairs. Frequently requires the clean up of bodily fluids.

Occasionally administer medicines as specifically authorized by parents' doctors and under the general direction of nursing staff.

Effectively dealing with parents immediately directing issues of concern to the attention of the teacher for resolution.

Transport or accompany small groups of students and social instruction in community setting

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

First Aid and Cardiopulmonary Resuscitation (CPR),

Basic medical information and procedures, and

Proficient English usage, including spelling and grammar,

Crisis Prevention Institute procedures. (CPI)

Skill and Ability to:

Mathematical skills sufficient to assist students of a broad age range.

Effectively assisting Special Education students in a variety of academic, social, emotional and functional instructional activities.

Effectively working efficiently, positively, displaying mature self-control.

Patiently and unemotionally work with students of varying age, groups, staff and parents

Maintain strict confidentiality regarding student information.

Understand and follow and respond to oral and written directions quickly and effectively.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the incumbent is frequently required to stand; walk; crawl; crouch; kneel; sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. Capable of participating in the Side by Side lift of students with two people assisting, not to exceed 160 pounds. Capable of participating in the Upper Lower Body Lift of students with two people assisting not to exceed 120 pounds. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent regularly works in inside environmental conditions and oversees students outdoors. The employee may be required to travel to various facilities within the District. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment will vary from quiet to loud. Individuals are subject to frequent interruptions.

WILLINGNESS:

Toilet, diaper and assist with the hygiene of Special Education Students ranging in age from 3 to 22. Lift Special Education students with the assistance of another employee.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION:

Required: Equivalent to graduation from high school.

Desirable: Technical or college level course work or training dealing with Special Education students needs.

EXPERIENCE:

Required: Equivalent of one school year of experience working with Special Education Students in an academic, social, emotional or functional instructional environment.

FLSA Status: Non Exempt

LICENSES/CERTIFICATIONS:

Required: **Meet all No Child Left Behind criteria.**

Possess and maintain a current First Aid Certificate.

Possess and maintain a recent Cardiopulmonary Resuscitation (CPR) certificate

Successfully complete Department of Justice clearance process.

Based on the program assignment some positions in the classification may be required to successfully complete Crisis Prevention Training.

Desirable: Some positions in the classification must possess a valid California Driver's License and safe driving record.

N: 10/83 R: 11/85 R: 7/97 R: 2/03 R: 1/12