

SPECIAL EDUCATION PARAEDUCATOR I

DEFINITION

Under the direction of certificated staff, assists with the supervision and training of mild to moderately disabled students assigned to that classroom who do not require personal care or toileting assistance; assists with instruction of students having specialized learning and physical needs; performs related work as assigned.

CLASS CHARACTERISTICS

This is the first level in a class series that provides specialized assistance to certificated staff for students with mild to moderate needs. Successful performance of the work requires patience, mature self-control and empathy to be able to effectively assist staff and students.

EXAMPLES OF DUTIES

Assists staff and other service providers in program with implementation of student goals and objectives as identified in the Individualized Educational Program (IEP).

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

Assists in charting targeted behaviors; maintains accurate attendance and other records.

Interacts with students in their activities, encouraging performance, gathering student data and working 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, for a limited time only.

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

Provides supervision and aid in activities such as field trips, rest time, attendance, library, computer laboratory and arrival and departure of students.

Assists in maintaining supervision in the classroom; assists in maintaining the safety of students and staff in the classroom and other locations.

Assists students with usage of computer and a variety of software, as appropriate.

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

Duplicates materials required to implement lesson plans and obtain supplies for classroom.

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

May schedule and attend IEP meetings as requested.

May assist with students' vocational skills per the IEP.

QUALIFICATIONS

Knowledge of:

General English usage, including spelling and grammar.

Basic mathematical skills.

Record keeping and report preparation methods.

Methods for effectively dealing with mild to moderately disabled students of all ages assigned to that classroom who do not require personal care or toileting assistance, and effectively dealing with their parents.

Correct English usage, including spelling and grammar.

Skill in:

Working efficiently, positively, patiently and unemotionally, displaying mature self-control with children of varying age groups, staff and parents.

Effectively assisting in the instruction of students in a variety of social, learning, emotional and functional activities, including the use of specialized computers.

Performing routine office or classroom support or reference work that may include basic computer applications.

Learning the use of photocopying, audio-visual and standard office equipment, including a computer.

Learning about various disabling conditions.

Maintaining strict confidentiality.

Relating successfully to student individual needs.

Understanding and following oral and written directions.

Establishing and maintaining cooperative working relationships with those contacted in the course of the work.

Education

Equivalent to graduation from high school. College-level or technical school course work related to dealing with individuals with physical disabilities is highly desirable.

Experience:

Six months of experience, which has provided the required knowledge and skills. Previous experience working with children with disabilities is highly desired.

License:

Specified positions may require possession of a valid California class C driver's license and a satisfactory driving record.

Physical Demands

Must possess mobility to work in a classroom and use a computer; strength and stamina to lift and move equipment weighing up to 30 pounds and engage in some physical activities; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone.

N: 10/83

R: 11/85

R: 7/97

R: 2/03