

SALINAS UNION HIGH SCHOOL DISTRICT

SPECIAL EDUCATION PARA EDUCATOR I

Classification: Classified

Salary Range: 16

Work Year: 182 Days; 10 Months

DEFINITION:

Under the general supervision of the site administrator or Special Education Administration and under the direction/instruction of certificated staff, the Para Educator I performs various supportive tasks designed to facilitate the instructional effectiveness of student learning in general education classrooms and other settings such as special education instruction or other small group specialized academic or recreational instruction.

SUPERVISOR:

Site Administrator, Special Education Administration, or Designee

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

MAJOR DUTIES AND RESPONSIBILITIES:

The following is a list of duties that is representative of the position that includes but is not limited to:

- Assists certificated staff in implementing students' Individual Education Plan (IEP)
- Under direct guidance, works with students individually and in groups, assisting with specific instructional, recreational, or learning tasks in subject areas including but not limited to reading, math, language development, social studies, science, technology, art, music, and PE
- Participates with a team in implementing behavior intervention plans and positive behavior reinforcement strategies
- Communicates with students using speech appropriate to the student's level of understanding, including but not limited to verbal, picture/symbol systems, technology, and functional signs
- Follows IEP accommodations and modifications are followed and applied when working with students with disabilities
- Supervises students in various settings, including but not limited to breaks, on and off the district vehicles (including being a shared rider), and/or during meals
- Assists certificated staff in supervising students in the classroom, on campus, on field trips, community-based instruction, recreational activities, and indoor and outdoor events

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- Accompanies and assists in instruction of special education students in a general education setting
- Assists in preparing and utilizing a variety of study aids and techniques to reinforce student skills/learning
- Observe and assist in managing behavior in the classroom, school site, and community
- Assists students with using computers, audiovisual aids, and other technology.
- Completes forms, daily logs, and paperwork necessary to track eligible behavior and/or medical support and records data; reports data to Special Education Teacher or Board Certified Behavior Analysis
- Collects & reviews student data such as strengths, methods, and strategies best used to support goals
- Performs a variety of routine record-keeping activities, including but not limited to, such as filing, correcting papers, compiling lists, and recording student scores in support of assigned classrooms
- Prepares lessons, activities, equipment, and materials according to instructions and guidance from Certificated Staff, Specialists, or Board Certificated Behavior Analysts. Participates in available training to stay current with academic, safety, enrichment, and technology standards
- Meets with teacher and other staff to collaboratively create effective learning during the regular work schedule
- Supports student(s) while participating in general education classes/programs
- Assists in implementing escalation cycle management/ behavior intervention plans and positive behavior reinforcement strategies
- Assists in managing materials and supplies specific to assigned program
- Assists in ensuring that classroom and/or program environment is safe and clean
- Assists students with feeding, personal hygiene, grooming functions, lifting and positioning students on orthopedic equipment, and changing tables
- Escorting students to restrooms, supervising students in restroom, assisting students with diapering, toileting- wiping, female care, handwashing and changing clothing as required by student needs, and following District and program protocols
- *May be assigned to provide specialized health care procedures and/or emergency medical administration
- Assists in administering and scoring assessments under the direct supervision of certificated staff
- When directed by certificated staff, assists in contacting parents with basic information regarding the assigned student
- Participates in parent-teacher conferences if requested by an administrator
- Participates and assists in parent-teacher conferences if requested by an administrator
- Foster independence and social/ emotional skills development in students
- Develop an atmosphere of positive and respectful interactions with all students
- Performs other job-related duties as assigned

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Knowledge of:

- Strong English verbal and written communication skills, including spelling, grammar, and punctuation
- Basic math concepts
- Basic disability awareness, concepts of Inclusion
- Universal health precautions
- Social-economic and cultural backgrounds of students and families

Ability to:

- Learn and apply techniques of student supervision
- Demonstrate understanding, patience, a positive attitude, and a genuine interest in working with students
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Work under general supervision and function effectively within a team setting
- Analyze situations accurately and adopt a practical course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Handle information discreetly and confidentially
- Exercise reasonable judgment in unusual circumstances
- Understand and carry out assigned duties
- Communicate effectively in the English language, both verbally and in writing
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Learn and use technology and computer software applications appropriate to the work environment
- Maintain accurate and neat records and reports
- Use standard office equipment effectively
- Meet schedules and timelines
- Make simple mathematical calculations with speed and accuracy
- Physically participate in activities outside the classroom, such as mainstreaming, recreational activities, and field trips
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by students
- Implement Behavior Goals following specific behavior plans
- Provide specialized health care procedures and/or emergency medical administration
- Perform appropriate First Aid and CPR when necessary
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work
- Work efficiently, effectively, and harmoniously with internal and external customers contacted within the course of work, including but not limited to parents, visitors, staff, and students, in person or over the phone

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REQUIRED QUALIFICATIONS:

Education and Experience as required by the "Every Student Succeeds Act 2015":

- High school diploma or equivalent AND one of the following:
 - Associate's degree or higher from an accredited college or university OR
 - 48-semester units from an accredited college or university OR
 - Take and pass the Salinas Union High School District's paraprofessional assessment
- Must take and pass the District's PDL assessment to demonstrate proficiency in a designated second or third language

Desirable Qualifications:

- Experience in a public education environment
- Previous experience working with students
- Experience working with students with disabilities
- Ability to communicate effectively in the Spanish language both verbally and in writing (Upon passing the District's PDL assessment, may provide interpretation in a second language (e.g., Spanish) and qualify for a stipend)
- *Employees who are willing to volunteer and be trained, certified, and assigned to provide emergency medical assistance (Epinephrine, Glucagon, FDA-approved rectal/oral/nasal emergency seizure medication) or specialized physical health care services (catheterization, trach suctioning, etc.) according to the terms of the CSEA contract; qualifies for a stipend and training shall be provided by the District/Special Education Department Nurse
- Experience working with students with culturally, academically, and economically diverse backgrounds

Licenses and other requirements:

- Valid California Motor Vehicle Operator's License
- An acceptable driving record and qualification for insurability by the District's insurance carrier
- First Aid Certificate within three (3) months of employment; maintain valid certification
- CPR certificate within three (3) months of employment; maintain valid certification
- Completion of the crisis intervention training (e.g., Safety Care) offered by the district at the first available opportunity
- Criminal Justice fingerprint clearance
- Evidence of TB clearance

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position and sustain moderate physical effort

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- Manual dexterity sufficient to write, use telephone, and classroom technology (including computers)
- Visual acuity to read printed materials and computer screens
- Hearing sufficient to understand speech at normal levels in person and/or on the telephone, or utilization of hearing amplification device
- Conduct verbal conversation in English so others will be able to clearly understand a normal conversation in person, on the telephone, and in addressing groups
- Physical agility to push/pull, squat, twist, turn, bend, stoop, kneel, sit on the floor, and reach above the head and move quickly or run after a student in an emergency situation
- Physical mobility is sufficient to move about the work environment including but not limited to the office, district, and school site to site, for sustained periods of time on hard flooring, slopes, ramps, stairs, and to respond to emergency situations, move quickly or run after students
- Moderate physical labor may be required to assist physically disabled students in and out of wheelchairs and in the use of bathroom facilities or push students in a wheelchair or other wheeled assistive equipment
- Physical mobility sufficient to move about the work environment (classroom, office, on campus, and outside campus), up to 2 miles
- Physical strength sufficient to lift 25 pounds without assistance
- Physical strength sufficient to lift a student weighing 45 - 200 lbs with assistance
- Physical stamina sufficient to sit, stand, or walk for prolonged periods
- Physical tolerance to being exposed to dust, pollen, specific agents/chemicals, cleaners, and foul smells
- Potential exposure to blood-borne pathogens, bodily fluids, and communicable diseases
- Potential exposure to combative students
- Work in a wide range of temperatures; work in indoor and outdoor environments with exposure to extreme weather conditions, including but not limited to heat, cold, rain, wind, and high humidity
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions