

# SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

## SPECIAL EDUCATION PARA-EDUCATOR I

### BASIC JOB FUNCTIONS:

Under the direction of an assigned administrator or certificated staff member, provide instructional support and assistance to teachers and students assigned to a designated special education instructional program; perform a variety of instructional and support activities related to positive behavior management and classroom instruction of students; perform a variety of clerical support duties related to classroom and program activities.

### DISTINGUISHING CHARACTERISTICS, IF APPLICABLE: N/A

### ESSENTIAL JOB FUNCTIONS:

Under the direction of an assigned certificated staff member the following is a list of duties that are representative of the position and include but are not limited to:

- Assists the certificated staff member in the delivery of instruction to individual or small groups of students in either special education or general education classrooms or in integrated settings, in accordance with prescribed learning objectives
- Assists individuals or small groups of special education students with academic, communication, self-help, psycho motor, pre-vocational, and social/behavior skills
- Observes and controls behavior of students according to approved procedures, evaluates behavior in a wide variety of skills
- Reports progress regarding student performance and behavior
- Prepares instructional materials and equipment for use in classroom activities; types, prepares copies and gathers appropriate resource information, materials and equipment as assigned.
- Reads to students and listens to students read
- May attend and participate in planning and evaluating sessions
- May assist in the development, implementation, and assessment of the individual educational plan (IEP)
- Assists certificated staff with the preparation and testing of students, under teacher direction scores and corrects tests
- Assists in maintaining order and supervises students in the classroom, at lunch, on playground, and field trips; helps assure the continuance of classroom activity and behavior when the teacher is absent from the room
- Assures the health and safety of students by following health and safety practices and procedures; maintains learning environment in a safe, orderly and clean manner
- Monitors inventories and requests instructional supplies and equipment as needed.
- Assists teacher with parent contacts and prepares reports; translates as needed.
- May assist in interpreting for teachers or non-English speaking parents as assigned by the position
- Operates a variety of office and classroom equipment including computers, copiers, fax machines, audio-visual equipment
- Provides teaching staff and school administrators with relevant feedback and information on student progress through observation, daily contact and the maintenance of accurate student progress records.
- Assists in establishing and maintaining informational and operational records in files
- Tutors students individually or in small groups to reinforce and follow-up on learning activities.
- Assists students with special and daily activities such as using restroom facilities or participating in athletic activities
- Attends and participates in staff meetings; attends various in-service meetings as assigned
- Performs other related duties as assigned.

### Other Related Duties (may differ according to the assignment)

- Assists with bus loading and unloading
- Performs special duties in the areas of independent study, enrichment, or library work

### Ability to:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students
- Learn special education instructional terminology, program concepts, materials, methods, and procedures
- Communicate effectively in English and Spanish language, both orally and writing
- Recognize limitation of students and encourage their participation in educational and vocational programs and activities
- Recognize problems which may interfere with the educational, and/or physical or emotional needs of the students and implement appropriate solutions.
- Handle information in a discreet and confidential manner
- Demonstrate an understanding, patient and receptive attitude toward children with special needs and their parents/guardians
- Physically participate in activities outside the classroom such as: recreational activities and field trips;
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties

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- Operate a variety of office machines including computers; provide routine clerical support; maintain routine records
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy
- Perform appropriate First Aid and CPR when necessary
- Learn child guidance principles and practices as related to children with learning disabilities
- Learn behavior modification techniques
- Understand and carry out oral and written directions
- Analyze situations accurately and adopt an effective course of action;
- Be flexible with a positive attitude and possess excellent interpersonal skills;
- Make simple mathematical calculations with speed and accuracy
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Meet schedules and time lines
- Establish and maintain effective working relationship with those contacted in the course of work
- Maintain regular attendance and punctuality

### Knowledge of:

- Concepts and principles of child development and behavioral characteristics.
- Problems and concerns of students with special needs.
- Basic understanding of curriculum and instructional materials used at various grade levels
- Safe practices in classroom and recreational activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy
- Basic record-keeping and filing techniques.
- Classroom procedures and appropriate student conduct

### PHYSICAL DEMANDS / WORKING CONDITIONS:

1. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
2. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
3. Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
4. Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
5. Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
6. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
7. Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
8. Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
9. Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
10. Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
11. Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds
12. Typically indoor work environment; may require some limited exposure to outdoor environment in order to supervise students or assist with loading or unloading of school buses or supplies. When working outdoors may be exposed to a wide range of temperatures; with exposure to extreme weather conditions, which include but are limited to; heat, cold, rain, wind, and high humidity.

### EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent, and, must have one of the following:
  - 48 College Semester Units or
  - Associate of Arts Degree or
  - Have passed District proficiency examination

Any combination of training and experience that demonstrates an ability to perform the essential functions of the position is qualifying. Related classroom education or training in early childhood development, secondary teaching, general training, clerical procedures is desirable.



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### **LICENSES, CERTIFICATES and CLEARANCES:**

Prospective and current employees are expected to possess and maintain the following:

- Possession of a valid Class C California driver's license and evidence of insurability (*as appropriate to the assignment*)
- First Aid/CPR required within first six (6) months of employment

### **CONDITIONS OF EMPLOYMENT:**

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Pre-employment physical
- Evidence of that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

### **DESIRABLE QUALIFICATIONS:**

- Bilingual, English-Spanish highly desirable
- Experience working with children

### **SALARY RANGE: 9**

**Note: Pay differential for para-educators required to provide Specialized Health Procedures for specific students and trained by SMCJUHS.**