

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

SPECIAL EDUCATION PARA-EDUCATOR II

BASIC JOB FUNCTIONS:

Under the general direction of the assigned administrator or certificated staff member, the Special Education Para-Educator II's perform a variety of duties in support of instructional activities for students who are enrolled in special education programs education. Work is performed in a classroom, community, vocational settings, small group or one-to-one environment.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

This is a more specialized position than that of a Paraeducator I. Paraeducators II work with individuals and small groups of students who are enrolled in moderate/severe special education classes/programs, or provide one-to-one or one-to-two support to special education students in either a general education or special education classroom, as well as vocational settings. Students enrolled in moderate/severe classes are being instructed using an alternative functional academics/life skills curriculum or are being instructed using the general education core curriculum but with specialized instructional techniques, such as those used for students with autism or emotional disabilities. Students who require one-to-one support require extensive assistance throughout the day in order to access their curriculum. Para-Educators II, providing support in any of these settings are often required, after appropriate training, to administer medical procedures, provide instruction through use of specialized techniques and work independently with a minimum of supervision.

ESSENTIAL JOB FUNCTIONS:

The following list of duties that are representative of the position and include but are not limited to:

- Provides instructional, behavioral and academic support and assistance to students assigned to a designated special education instructional program and/or vocational setting; tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practices and assignments in various subjects; accompanies into mainstreamed classes and/or community based settings as assigned.
- Assists team members with the development and implementation of academic and behavioral support plans; reinforces positive behaviors and academic performance; reinforces social and behavioral skills as directed by assigned supervisor
- Confers with teachers and specialists, as needed, in the development and assessment of individual student goals and objectives in preparation for IEP meetings. May be required to attend IEP meetings to share information about individual students.
- Prepares and maintains a variety of confidential files and records for assigned program and/or students.
- Assist assigned teacher with the development and implementation of lesson plans; assist in administering, proctoring and scoring tests and papers; assist in monitoring student progress; modify materials and explain instructions and words.
- May assist in translating for teachers or non-English speaking parents as assigned by the position.
- Provides support to the teacher by setting up work areas, displays and exhibits, operates equipment and distributes and collects paper, supplies and materials; cleans up after activities.
- Proactively observes and controls behavior of students according to approved procedures; reports progress regarding student performance and behavior; communicates with teachers and administrators regarding student performance and behavior as necessary.
- Performs a variety of clerical duties such as preparing, typing, duplicating and filing a variety of materials; prepares necessary student and program paperwork; maintains student records and files; processes various forms and data collection in preparation of paperwork related to the development of the IEP.
- Directs group activities of students as needed; assists in monitoring during assemblies and school yard activities; accompanies students on field trips as assigned; assists students in the development of social skills as directed.
- Drives to designated educational, vocational or community based settings to provide assistance as instructed.
- Greets students at the bus; utilizes a wheelchair lifts as assigned by the position; lift and carries students as necessary; pushes students in wheelchairs.
- Lifts students in and out of wheelchairs, braces and other orthopedic equipment as assigned by the position; assists staff members providing various forms of personal care such as toileting and diapering, and grooming.
- 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.
- May assist students in taking medication in accordance with specific medical instructions.
- With proper training and under the supervision of a certificated staff member, may be required to perform specialized physical health care procedures for students such as tube feedings, tracheotomy suctioning, catheterization and monitoring the use of portable oxygen tanks, and maintain daily documentation of such procedures.
- Attends and participates in staff meetings; attends various in-service meetings as assigned.
- Applies specialized techniques/strategies such as community-based instruction, behavior intervention level systems, structured teaching, picture communication systems, large print materials, mobility training, and different types of assistive technology including assistive and augmentative communication systems as required.
- May supervise student(s) away from the school site without a certificated teacher present. May travel with students on public transportation and visit work sites.
- Accompanies students going from one location to another.
- Assists certificated staff in administering a variety of formal and informal assessments.

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

SPECIAL EDUCATION PARA-EDUCATOR II

- Operates a variety of office and classroom equipment including computers, copiers, fax machines, audio-visual equipment, adaptive equipment, etc.
- Performs other related duties as assigned.

Ability to:

- Assists a certificated teacher in reinforcing instruction to individual or small groups of special education students
- Communicate effectively in the English language both orally and in writing;
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Understand and follow oral and written instructions
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities and their parents/guardians;
- Physically participate in activities outside the classroom such as: vocational training, mainstreaming, recreational activities and field trips;
- Handle information in a discreet and confidential manner;
- Monitor and continue to implement teacher schedules when the teacher must leave the room;
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties;
- 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;
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by student;
- Analyze situations accurately and adopt an effective course of action;
- Be flexible with a positive attitude and possess excellent interpersonal skills;
- 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.
- Understand and carry out oral and written direction with minimal supervision;
- Assist with feeding, personal hygiene, orthopedic appliances, braces and other special and medical needs of students, which may require strenuous physical work in lifting, moving and controlling students with disabilities and their equipment;
- Drive to various work sites within the County.
- Receive and implement Professional Assault Response training within six (6) months of employment.
- Establish and maintain effective working relationship with those contacted in the course of work.
- Meet schedules and timelines
- Maintain regular attendance and punctuality

Knowledge of:

- Child guidance principles and practices related to children with special education needs.
- Basic instructional methods and techniques.
- Problems and concerns of students with special needs
- Basic knowledge of social/emotional development
- 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 recordkeeping and filing techniques.
- Classroom procedures and appropriate student conduct.

PHYSICAL DEMANDS / WORKING CONDITIONS:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

SPECIAL EDUCATION PARA-EDUCATOR II

- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- 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
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds
- 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.
- Ability to drive a District vehicle to transport students to/from educational settings.

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
- One year of experience as a Para Educator I – Special Education preferred
- Experience with individuals who have special needs.

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
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Must have or be willing to successfully complete training in the specialized techniques, strategies and procedures required for each assignment.

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:

- Training in Applied Behavior Analysis Techniques, Competent Learner Model (CLM), Treatment and Education of Autistic and Related Communication Handicapped Children (TEACCH) Techniques, and behavior management strategies.
- Two (2) years experience working in an educational setting with students on the Autistic Behavior Spectrum (ABS)
- Coursework in education, psychology, child development, classroom behavior management and/or Early Childhood Education.
- Experience working with children.
- Awareness of developmental levels in areas of instruction.
- Bilingual, English-Spanish highly desirable

SALARY RANGE: 12

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