

SPECIAL EDUCATION PARAPROFESSIONAL I

DEFINITION

Under the supervision of a site administrator and daily direction of a credentialed teacher(s), provide instructional support and assistance to students receiving special education services; and perform instructional support activities related to behavior management and other related activities to support students receiving special education services. Positions in this classification may be assigned to perform duties in a classroom environment or in support of a single student for any portion of the workday as documented in the student's Individual Education Plan (IEP).

ESSENTIAL JOB FUNCTIONS

1. Assist teachers with the development of personalized learning materials, academic environments, and instructional exercises.
2. Monitor and support students to enable meaningful engagement in teacher-created learning opportunities; facilitate small group or individual instruction and informal and non-standardized assessments.
3. Familiarize and assist with Individualized Education Plan (IEP) for implementation of student goals; understand the contents of the IEP and provide support with its implementation.
4. Observe and collect data related to student's IEP .
5. Supervise and support student safety and behavior both inside the classroom and in other learning environments (i.e., playground, motor labs, community-based learning).
6. Deliver direct behavioral intervention using verbal, gestural, and non-verbal/physical methods that align with district expectations and practices.
7. Participate in professional learning and meetings offered by school, district, and/or county personnel to develop additional skills and knowledge to support students with specialized needs.
8. Perform various clerical duties in support of classroom activities such as duplicating and filing instructional materials as assigned.
9. Communicate with designated staff in a confidential, positive manner that demonstrates respect for student privacy and dignity.
10. Assist and provide toileting, diapering, feeding, and other self-help supports for students in need; may need to lift and/or assist students during toileting, diapering, bus loading/unloading, etc.; work with nursing staff to provide care-taking procedures to students in need.
11. Perform other job-related duties as assigned.

Qualifications Guide

Training and Experience

Any combination of education, training, and experience equivalent to. graduation from high school or equivalent and extensive and demonstrated (paid or volunteer) experience working with children.

License and Certifications

Crisis Prevention Institute (CPI) certification.

Valid certifications provided by American Heart Association, American Red Cross, or District approved provider for First Aid, Adult/Child CPR and AED.

Some positions in this classification may require possession of a current, valid California driver's license.

Knowledge of

Principles and practices related to students receiving special education services.
Behaviors, issues, and concerns of students receiving special education services.
General subjects taught in District schools.
Safe practices in classroom and other 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 techniques.
Classroom procedures and appropriate student conduct.

Ability to

Provide instructional support and assistance to teachers and students receiving special education services.
Perform instructional support and behavior management activities for students receiving special education services.
Reinforce and support instruction to students with Individualized Education Plans (IEPs).
Learn and utilize methods and procedures to be followed in an instructional setting.
Assist with instruction and related activities in a classroom or assigned learning environment.
Understand, interpret, apply, and follow rules, regulations, standards, and procedures.
Perform clerical duties related to classroom activities.
Understand and follow oral and written instructions.
Establish and maintain professional, cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Understand and work within scope of authority.
Work confidentially with discretion.
Communicate with diverse groups and individuals.

Physical abilities

Refer to specific job analysis for detailed physical demands of this position.

Work Environment

Refer to specific job analysis for detailed work environment of this position.

Approved by Personnel Commission: March 27, 2024

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