

## MILPITAS UNIFIED SCHOOL DISTRICT

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**TITLE: Paraprofessional I**

**REPORTS TO: Assigned Supervisor**

**DEPARTMENT: Special Education**

**CLASSIFICATION: Classified**

**WORK YEAR: 9-1/2 Months**

**RANGE: 11**

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### **BASIC FUNCTION:**

Assists students individually or in groups under the direction of an assigned supervisor at an assigned school site; perform a variety of instructional support duties involved in preparing instructional materials, and delivering instructional assistance to individuals and small groups of general education or special education students with disabilities in RSP, SDC, CBI, and/or general education classroom. Uses an understanding of grade level material in a variety of subjects and an ability to help students understand grade-level material. Assists students individually or in groups in providing learning activities and meeting the special needs in areas related to feeding, toileting, positioning, hygiene, motor skill, sensory and physical therapy functions; monitor health conditions; perform a variety of clerical duties as assigned.

### **ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:**

Assists students individually or in groups with the development, preparation, and reinforcement of learning materials including behavioral intervention strategies and in the performance of other instructional activities for general education and/or special education programs; assist assigned teachers with the implementation of Individual Education Plans (IEPs) or intervention plans; provides input into the development of individual educational goals and objectives as assigned. **E**

Assists students individually or in groups in supervising getting on and off the bus, on the playground, during breaks, group activities, and during field trips; transports student from one location to another via wheelchair, lift and position student in and out of orthopedic equipment, and assists student with adaptive devices as needed to facilitate educational activities. **E**

Assists students individually or in groups with independent living skills and personal hygiene including brushing teeth and grooming as required; assist students with eating activities; toilets students and changes diapers and soiled clothing as required; assists with catheterization as assigned by the position. **E**

Assists and monitors students individually or in groups with activities to develop small muscle and eye-hand coordination; assist children in learning gross motor skills; assists children in learning fine motor skills such as reaching, grabbing, folding and cutting. **E**

Assists students individually or in groups in the use of various orthopedic devices, classroom computers, adaptive equipment, and electronic communication devices. **E**

Confers with teachers, BIT's and specialists concerning programs and materials to meet student needs; notifies teacher of any special problems or information concerning students; with the teacher's guidance and direction, communicates important information to parents, and adapts lesson plans and/or modifies materials to meet the individual needs of the students. **E**

Assists staff with the preparation of instructional and testing materials; corrects and records grades, keeps simple records, administers and scores tests; assists in the preparation of graphic and written teaching materials. Assists in assessing programs and materials to meet the needs of the children; collects, assembles, and distributes learning materials, supplies, equipment, and other resource materials. **E**

At the direction of the teacher, assists individual or small groups in the RSP, SDC, CBI, and/or general education classroom of students with academic, social skills and the achievement of IEP or intervention goals; reinforces instruction to individuals or small groups in a variety of subjects; develops creative methods and techniques for working with students within the suggested framework of the teacher; reviews plans with the teacher to ensure correct teaching techniques are being utilized for each student. **E**

Assists in providing feedback regarding student progress in a wide variety of skills such as correcting papers, reporting progress regarding student performance to the teacher, or assisting staff in administering/proctoring assessments in the general and/or special education classroom. **E**

Assists general education teachers in implementing students' IEP or intervention plan accommodations. Assists in maintaining order according to approved procedures among the students in the classroom and on the school grounds; supervises students in the classroom, playground/school yard, library, cafeteria, music room, physical education activities and other activities as assigned by the position; accompanies students going from one location to another; accompany students to and from the bus. **E**

Assists in performing a variety of clerical duties such as recording information, compiling and maintaining records and files, preparing reports, and assembling packets and materials for students. **E**

Assists teachers by providing support in setting up work areas, displays, and exhibits, operating audiovisual equipment and educational training equipment, distributing and collecting papers and supplies, preparing bulletin board materials, and maintaining a neat, orderly, and learning environment. **E**

Operates a variety of standard office equipment including a telephone, copier, computer and assigned software. **E**

May perform special feeding and positioning techniques as prescribed and under the direction of a teacher, nurse, specialist, or doctor. **E**

In the absence of a health clerk, provides routine first aid to injured students according to established procedures as needed; **E**

Assures the health and safety of students by following health and safety rules. **E**

Attends and participates in district workshops and training sessions as required. **E**

Performs related duties as required.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily at a primary or secondary level dependent upon the job location. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

High School Diploma or equivalent;  
and one of the following:

- a. Completed two years of study (48 semester units) at an institution of higher education;
- b. Obtained an associate's (or higher) degree; or
- c. Met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Prior experience with students or persons with unique needs preferred.

\*Bilingual requirement: Determined by District need. To qualify, employee must have written and oral proficiency in assigned language as measured by tests for bilingual assignment; the District determines bilingual requirements. If bilingual requirement is met, employee will receive an additional range increase.

## **DISTINGUISHING CHARACTERISTICS:**

Based on the needs of the school site and students, paraprofessionals may be asked to support multiple classrooms following a push-in model. Certain district program assignments may have special in-service meetings. Individual assignments vary depending upon project goals, grade levels, teacher methods, the students' capabilities, emotional needs and general backgrounds. The differences in these assignments are evaluated as being within the reasonable/normal range of this class responsibility.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Child guidance principles and practices related to children with special education needs.  
Methods for effective cooperation with teachers, staff and adults.  
Modern office equipment practices and techniques.  
General methods of education and tutoring of students of various age groups.  
General needs, learning styles, and behavior of students.  
Child development theory and principles.  
Basic techniques to motivate students and manage student behavior.  
Safe work practices.  
Correct usage of English, reading, grammar, composition and vocabulary.  
Arithmetic, mathematics and related calculations as well as general education classes based on grade level.  
Overseeing and monitoring students-  
Able to work independently with students on various grade level subjects i.e. (Math, History, Science, English, etc.).  
Planning and working with a variety of instructional programs.  
Record-keeping techniques and filing.

### **ABILITY TO:**

Reinforce instruction to individual or small group's special education students as directed by the teacher.  
With proper training, ability to use district-approved de-escalation strategies on an as needed basis.  
Understand and follow oral and written instructions.  
Assist in the preparation of instructional materials and implementation of individual education and/or intervention plans.  
Communicate effectively both orally and in writing.  
Supervise students according to approved policies and procedures.  
Project a mature, constructive, stable and healthy attitude with students in a learning environment.  
Demonstrate an understanding, patient and receptive attitude towards students.  
Observe health and safety regulations  
Perform clerical duties such as filing, duplicating and maintaining routine records.  
Learn the procedures, functions and limitations of assigned duties.  
Operate modern office equipment including computer equipment.  
Maintain cooperative working relationships with those contacted during the performance of required duties.  
Interact effectively and sensitively with individuals from diverse backgrounds.  
Maintain confidentiality of student and school information.  
Ability to learn the instructional terminology, program philosophies, concepts, materials, methods, and procedures.

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

*The work environment described here is representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

School environment: classroom instruction/activities, playground activities, outdoor classroom activities and field trips.

### **PHYSICAL ABILITIES:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Standing for extended periods of time; walking long distances; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; regularly lifting of 20 pounds on occasion up to 40 pounds, pushing and/or pulling which does not exceed 50 pounds; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials.

### **LICENSE:**

Possess and maintain a valid First Aid and CPR Certificate - **(REQUIRED)**

*\*Upon employment, employee will have 6 months to obtain First Aid/CPR Certificate.*

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.*

08/07

06/20