



Special Education Paraprofessional

Department: Classified Instructional
Supervisor: Assistant Principal
Status: Full Time, Non-exempt
Salary: Begins at 17.29 Hr. – 20.02 Hr.

Reporting Days: 201 (Start 8/01/2024 – 5/31/2025 Stop)

Hours: Monday – Friday, Approximately (40hrs/Week)

The Special Education Paraprofessional will assist in the planning, development, and implementation of our student's educational journey, while guiding and ensuring the safety of children as they engage in activities. Under the direction of the supervisor, 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.

RESPONSIBILITIES

- 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.
- Assist in determining English proficiency of identified students as assigned by the position; explain and interpret results to appropriate parties.
- Assist students with severe eating problems and monitor self-feeding students as assigned by the position; utilize gastronomy and suctioning equipment; take appropriate action when students have difficulty while eating.
- Assist team members with the development and implementation of academic and behavioral support plans; reinforce positive behaviors and academic performance; reinforce social and behavioral skills as directed by assigned supervisor.
- Direct group activities of students as needed; assist in monitoring recesses, assemblies and playgroup activities; accompany students on field trips as assigned; assist students in the development of social skills as directed.



- Lift students in and out of wheelchairs, braces and other orthopedic equipment as assigned by the position; assist staff members in positioning students and in rendering various forms of personal care such as toileting, diapering, dressing, undressing, bathing and grooming.
- Perform a variety of clerical duties such as preparing, typing, duplicating and filing a variety of materials; prepare necessary student and program paperwork; maintain student records and files; record student attendance; process various forms and applications.
- Perform routine first aid and CPR as assigned by the position; maintain daily documentation of specialized physical health care services and procedures; administer medication in accordance with specific medical instructions.
- Proactively observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior; communicate with parents and administrators regarding student performance and behavior as necessary.
- Provide instructional, behavioral and academic support and assistance to teachers and students assigned to a designated special education instructional program; tutor individuals or small groups of students, reinforcing instruction as directed by the teacher.
- Other duties and responsibilities may be assigned as needed.

EDUCATION AND EXPERIENCE

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units, an Associate's degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.
- Sufficient experience to demonstrate the knowledge and abilities listed above.
- Some positions within the classification may require formal demonstration of specific knowledge and skills within the special education area to which assigned.



PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities.
- Physical stamina sufficient to sustain light to medium 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 15 pounds of material or supplies; occasionally lift 40 or more pounds with assistance.
- Indoor/outdoor work environment.

Note: This job description is intended to provide a general overview of the requirements for this position and is not exhaustive. Other duties and responsibilities may be assigned as needed.

Name

Date

Signature

Initials