

Official: [Signature]

Effective: 06/18/2024



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

PARAPROFESSIONAL - INSTRUCTIONAL SPECIAL EDUCATION

DEFINITION

Under general supervision of a Site Administrator, this position provides support and assistance to students in a Special Education SDC classroom setting. Also assists in the delivery of instruction and other classroom activities in addition to providing support in large group or small group settings.

ESSENTIAL FUNCTIONS & DUTIES

May perform other duties directly related to this position classification.

- Present educational lessons, materials or program delivery to students under the direction of the teacher.
- Provide assistance and give support to students with a variety of special needs including washing, toileting, and other related hygienic needs. This includes helping students with dressing, using the restroom and maintaining personal hygiene.
- Assist the classroom teacher in all classroom functions and activities: prepare materials for instruction, organize and utilize reference and resource material, assist the teacher in developing individual instructional materials, assess students' work, keep records reflecting progress and attendance.
- Communicate with classroom teacher(s), administration and other support staff about students' progress, attendance, etc. Communicate personal and educational needs of the student(s) to teacher(s) and Administration as needed.
- Provide basic first aid as directed.
- Supervise, assist, and monitor students at recess, lunch times, and other activities.
- Make decision regarding student welfare and safety, including guiding/coaching students regarding conduct and self-discipline.
- Implement behavioral intervention plans and collect behavioral data under the direction of the teacher and/or behavior team.
- Deliver assessments, design lessons, and monitor progress under the direction of the teacher.
- Assist the teacher in keeping the classroom clean and organized.
- Assist with school-wide activities.

EDUCATION & EXPERIENCE

Any combination of education, experience and training that would likely provide the required knowledge and skill is qualifying.

- Equivalent to the successful completion of the 12th grade.
- AA Degree from an accredited college, minimum 48 units of college level credit or Paraeducator Proficiency Certificate is required. A certificate is typically granted by passing an exam given by the Tehama County Department of Education.
- ProAct certification must be obtained within 45 days of employment as provided by the District.
- Experience working in an educational setting with students with high behavior needs is preferred.
- Obtain and maintain valid First Aid
- CPR certification is desired.

KNOWLEDGE OF:

- Current concepts of child growth and development and developmental behavior characteristics.
- Behavior management strategies and techniques
- Appropriate grammar usage, punctuation, and spelling.
- Basic arithmetical concepts.



Red Bluff Union Elementary School District
Paraprofessional - Instructional (Special Education)
Job Description

Official: NA
Effective: 06/18/2024

- Routine record keeping techniques.

ABILITY TO:

- Maintain confidentiality.
- Follow instructions with minimal direction.
- Work independently and make decisions within the framework of established guidelines.
- Work effectively with students who have severe emotional and/or physical needs.
- Attend to student needs including washing, toileting/hygiene training and coaching, and other related needs.
- Appropriately manage student behavior as directed by the teacher and/or other certificated specialists.
- Establish and maintain effective working relationships with wide range of personalities
- Work under stress in a calm and poised manner.
- Interpret and follow written and oral instructions including rules and regulations.
- Read, write and communicate effectively.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Requires continuous and frequent student, staff and public contact.
- Probable contact with students who exhibit unpredictable behaviors including, but not limited to: offensive language, verbal threats, yelling, hitting, kicking, spitting, scratching, biting, and eloping.
- This type of work can involve sitting, but may involve running, walking, standing, or participating in play and other physically demanding activities for long periods during the school day.

Reasonable accommodation may be available to enable a person with a disability to perform the essential functions of the position.

TERMS OF EMPLOYMENT

Salary and work year to be established by the Superintendent with approval by the District Board.

Human Resources Use Only

Created: January, 1992 Revised: May 23, 2024

APPROVED:

Print Name: Noelle DeBortoli Title: Director, Human Resources

Signature: 

Date: 5/23/2024