

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: PARAPROFESSIONAL-SPECIAL EDUCATION COMMUNICATION FACILITATOR

BASIC FUNCTION:

Under the direction of the Principal, assists a certificated teacher in the communication of instruction to individual or small groups of students with special needs in a classroom or other learning environment; assists in the preparation of instructional materials and implementation of Individual Education Plans (IEPs); monitors and reports student performance including comprehension during classroom and non-classroom time; performs a variety of routine classroom clerical support duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer basic First Aid and CPR as needed.

Administers various tests as directed; scores a variety of tests and record results.

Assists a certificated teacher in reinforcing instruction to individual or small groups of students with special learning needs in a classroom or other learning environment; monitors and oversees student drills, practices and assignments in various subjects.

Assists assigned teacher with the implementation of lesson plans, Individual Education Plans (IEP); assists in the presentation and preparation of learning materials, lesson plans, instructional exercises; assists students in reaching goals and objectives.

Assists students who are deaf/hard of hearing through the use of alternate modes of communication including oral interpreting strategies.

Assists students with prompts as required to facilitate their comprehension of a task, maximizing their independence, and assimilation within the school environment.

Assists students' comprehension by routinely checking adaptive equipment.

Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.

Communicates with District personnel to exchange information and resolve issues or concerns.

Escorts students to and from designated locations as directed.

Observes and controls behavior of students in the classroom and variety of school environments according to approved procedures; monitors and interacts with students during outdoor, field trips, and other school activities as directed.

Operates a variety of office and classroom equipment including a copier, computer and assigned software; assists students in the operation of a variety of instructional aids, computer assisted instructional programs and other assistive devices or equipment.

Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintains a variety of records, logs and files and other related information.

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.

Utilizes multiple modes of communication with students such as verbal re-phrasing, re-wording, repeating to enhance students' accurate comprehension.

OTHER DUTIES:

Attends and participates in meeting, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic instructional methods and techniques.

Basic record-keeping techniques.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.

Behavior modification strategies and techniques.

Child guidance principles and practices related to children with special education needs.

Classroom procedures and appropriate student conduct.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Deafness and its effect on language acquisition and development of hearing-impaired individuals.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

Instructional and behavioral support programs.
Interpersonal skills using tact, patience and courtesy.
Operation of standard office and classroom equipment.
Oral and written communication skills.
Safe practices in classroom activities.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Perform a variety of clerical duties in support of classroom activities.
Assist in the preparation of instructional materials and implementation of IEPs.
Learn to read facial and body language.
Provide accurate interpretation of academic subject areas.
Communicate with deaf and hard of hearing students.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Maintain records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and one-year experience working with students who are deaf or hard of hearing. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid First Aid and CPR certificate issued by an authorized agency.
Valid Registry of Interpreters for the Deaf: Certificate of Transliteration or Oral Transliteration Certificate preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor classroom/outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.
Potential contact with blood and other body fluids.
Potential contact with blood-borne pathogens and communicable diseases.

FLSA Status

Non Exempt

Approval Date

11/16/09, 9/28/17