

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: PARAPROFESSIONAL-SPECIAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Principal, assists a certificated teacher in reinforcing 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); performs a variety of routine classroom clerical support duties; assists students with performing and developing proper social behavior, independent living, personal hygiene and self-help skills; monitors student behavior during classroom and non-classroom time.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

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

Assists in shaping appropriate student behavior through positive reinforcement and other strategies; redirects inappropriate student behavior according to established District policies, techniques and procedures.

Assists in the collection of data, monitoring and charting of student behavior.

Assists students with performing and developing proper social behavior, personal hygiene and daily self-help skills; assists students with eating activities, mobility assistance and use of adaptive equipment; toilet students, change diapers and soiled clothing as assigned by the position.

Assists with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment.

Assists with 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 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 IEP academic, emotional, social, physical and behavioral goals and objectives.

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

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

Escorts students to and from designated locations as directed; pushes students in wheelchairs.

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 adaptive equipment, assistive devices or mobility related 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 logs and files, including attendance, student records, charts and other related information.

Provides classroom support by setting up work areas, bulletin boards, displays; distributes and collects paper, supplies and materials.

Provides routine first aid to ill or injured students according to established procedures as needed; responds to medical emergencies and prepare related paperwork as appropriate; refers students to the health office as needed.

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; assists students with math, reading, writing, letter recognition and word pronunciation; assists students in the operation of a variety of instructional technology.

##### **OTHER DUTIES:**

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

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic concepts of child growth and development and behavior characteristics.  
Child guidance principles and practices related to children with special education needs.  
Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.  
Instructional and behavioral support programs.  
Basic instructional methods and technique.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Problems and concerns of students with special education needs.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping techniques.  
First aid and CPR techniques.  
Student behavior management strategies and techniques.

**ABILITY TO:**

Reinforce instruction to individual or small groups of special education students as directed by the teacher.  
Assist students with completing exercises, drills and assignments.  
Assist in the preparation of instructional materials and implementation of IEPs.  
Perform a variety of clerical duties including typing, filing and duplicating materials.  
Assist students with self-help, personal hygiene and social skills as assigned.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Demonstrate an understanding, patient and receptive attitude toward assigned students.  
Read books to students and assist with reading and writing activities as assigned.  
Monitor, observe and report student behavior and progress.  
Understand and follow oral and written instructions.  
Operate standard office and classroom equipment including a computer.  
Observe health and safety regulations.  
Administer first aid/CPR as necessary.  
Prepare and maintain accurate records and confidentiality of student information.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from secondary school or equivalent GED and some experience working with students in an educational or organized learning environment. 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.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/classroom environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials and monitor student activities.  
Bending at the waist, kneeling or crouching to assist students.  
Lifting and carrying moderately heavy objects.  
Pushing or repositioning students in wheelchairs and orthopedic equipment as assigned by the position.

**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**

03/01/08, 09/28/17