

Board Approved: March 18, 2009
Revisions Approved: May 17, 2017
Salary Schedule: 20; Row: 13

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **PARAEDUCATOR – SPECIAL EDUCATION – SEVERELY HANDICAPPED PROGRAM**

JOB PURPOSE STATEMENT: Under the direction of an assigned certificated staff assists in the instruction, supervision and training of individuals or groups of students with a variety of special education needs; performs a variety of instructional services within a well-defined framework of policies and procedures; provide a range of instructional training experiences in a variety of educational environments which may include specific classrooms, learning centers, vocational programs, the community and/or other instructional facilities. May service students with any of, or combination of, the following conditions: mental retardation, autism, severe physical/medical involvement (i.e., cerebral palsy, seizure disorders, etc.), communication disorders (to include non-verbal), hearing/vision impairment, learning disabilities, emotional disturbance, behavior disorders, and to perform related duties as assigned. General direction is provided by the Principal or Assistant Principal.

JOB FUNCTIONS:

- Assists in directed instruction including: vocational skills - job and work related tasks; academics: including reading, writing, and math concepts; motor skills - physical education, body awareness; speech/language - communication skills; leisure/recreation – recess, games, outings, breaks; domestic skills – food preparation, housekeeping; self help – toileting, feeding, personal hygiene, dressing, etiquette, manners; other specialized health care – diapering, toilet training
- Assists students in community vocational training; ride with students on public buses; trains students at job sites with duties and a variety of activities as necessary according to individual needs; escort students to libraries, parks, shopping malls and restaurants to enhance student community awareness and to develop maximum independence and self-esteem
- Assists students in developing independent travel skills such as walking safely to destination, using public transportation, complying with traffic signals; developing proper money handling and coin recognition

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JOB FUNCTIONS – continued

- Assists students with personal hygiene and in developing self-help grooming skills as appropriate such as dressing and undressing, eating, washing, oral care and toileting; assist in changing diapers as needed
- Assists with medications according to established guidelines, procedures, and training; accordance with specialized training provided by a health specialist
- Assists instructor in assessing student's ability and progress; provides information and discusses student's daily activities, progress, academic needs and needed course of instruction; discusses student needs with group and foster care homes
- Lifts, moves and adjusts students, especially non-ambulatory students; assists students onto tables or adapted toilets; assists in loading and unloading students from buses; places students in standers, wheelchairs and other apparatus; assists in positioning students in braces, adapted PE equipment and other equipment as necessary
- Observes and controls group activities and behavior of students according to established procedures; reports progress regarding student performance and behavior; escorts students to various locations on school campus; provides patient and sensitive care and assistance to emotionally and physically fragile students
- Assists in maintaining health and safety of assigned students by being aware of the learning environment and the potential hazards of student actions
- Assists in maintaining an effective learning environment through student supervision, class management and student discipline
- Performs a variety of clerical tasks, including typing, making copies, collating, gathering resource information/materials, filing, answering phones, taking and relaying messages, word processing and other clerical functions as assigned
- Contributes relevant feedback on student progress through observation, interaction and maintaining accurate records; maintains confidentiality of students' records
- Monitors and assists students in using adaptive devices, i.e., electric wheelchairs, hearing aids, speech synthesizers, cassette players, VCR's, and various recreational equipment
- Projects a mature, constructive, stable and healthy attitude in the learning environment; develops rapport with all students, being fair, consistent and respectful
- Uses English clearly and distinctly in both written and verbal form, correct grammar, punctuation and spelling
- Understands and carries out oral and written instructions

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JOB FUNCTIONS – continued

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities; establishes and maintains cooperative working relationships with those contacted during the performance of job duties.
- Plans, organizes and prioritizes own work to meet deadlines and accomplish assigned tasks within established timelines
- Works effectively with students during activities which requires twisting, pushing and pulling
- Takes appropriate action in emergency situations; follows procedures in a calm, reasonable manner
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds floor lift & 50 pounds arm lift), carry (10 pounds), push/pull (10 pounds), climb, and walk
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner

JOB QUALIFICATIONS:

Skills, Knowledge, Abilities and Responsibilities:

- Skills are required to perform single non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Ability is required to schedule activities; gather, collate and/or classify data; and use basic job related equipment.
- Flexibility is required to work with others and analyze methods of operation.
- Ability is also required to work with a diversity of individuals.

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Skills, Knowledge, Abilities and Responsibilities – continued

- In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions.
- Responsibilities include working under standardized instructions and/or routines; providing information and/or advising other persons. Utilization of some resources from other work units may be required to perform the job's functions.

Education:

- High School Diploma or General Education Diploma
- Have one of the following:
 - An associates or higher college degree; or
 - The equivalent of 60 semester or 90 quarter units of college credit; or
 - Pass the Perris Union High School District proficiency examination
- Completion of District mandated training within one year of date of employment
- Course work in child growth and development, special education, or closely related field desirable

Experience:

- Experience working with students requiring a specialized learning environment is desirable

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.