

**PARA-EDUCATOR SPECIAL EDUCATION**

**DEFINITION**

Under supervision of the appropriate administrator and general direction of a classroom teacher, this person may assist in the instruction and care of disabled students including management of student behavior, record keeping, instructional assistance, medical care, classroom organization and interaction with students, support staff, parents and agencies.

**DUTIES AND RESPONSIBILITIES** (any one position may not include all of the listed duties nor do all the listed examples include all tasks which may be found in positions within this classification.)

**Student Assistance**

**Self-help skills:** Assists with personal hygiene skills such as toilet training or diapering, changing soiled clothing, hand washing, dressing, grooming and eating skills which may include specialized feeding requirements or equipment.

**Behavior management skills:** Carries out behavior management techniques according to student IEPs and classroom rules; monitors daily behaviors to maintain classroom order; redirects negative behaviors and reinforces appropriate behaviors; implements consequences for inappropriate behavior; and physically restrains student, if necessary, for classroom safety.

**Mobility skills:** Assists in using and preparing a variety of adaptive equipment and mobility programs following the instruction of the therapist or teacher; instructs students in domestic skills such as clothes washing, dishwashing, etc.; and provides assistance to students in the use of augmentative communication which may include sign language or other non-verbal forms of communication.

**Record Keeping**

Assists the teacher in maintaining accurate records and reports including attendance charting, daily charts of student progress, lunch count and money; prepares and maintains students files and records; records progress towards Individualized Education Plan (IEP) goals and behavior management; files records and student accident reports; assists the teacher in ordering and maintaining the classroom supplies, equipment and materials including completing purchase requisitions; assists the teacher in the physical setup of the classroom for group instruction, projects and activities; assists the teacher with daily and weekly lesson/work plans and follow-through; operates computer for preparation of schedules, documents and record keeping; operates office machines; monitors students during yard and bus duty; and provides teacher with input for student programming.

**Staff Assistance/Interaction**

Assists teacher in implementing IEP goals; discusses IEP goals and plans with other staff to maintain consistency; assists and provides the instructional team with new ideas for student goals; follows daily instructional schedule; assists in directing substitutes and other support staff on classroom processes; and assists in the preparation of all necessary materials for lessons and conducts one-on-one and small group instruction in academic areas.

**Integration/Inclusion**

Develops and maintains relationships with staff and shares program information to assist in integration activities; preplans materials necessary for community based instruction and classroom; reinforces proper behaviors while in classroom and in the community; works cooperatively with a wide variety of students and staff in various settings; adapts tools/materials necessary to perform class activities in integrated settings; accompanies students to class; and independently drives a vehicle and monitors students on field trips, community- based instruction and ROP.

#### Health and Safety

Maintains a safe and healthy classroom environment; disinfects equipment and materials; sanitizes laundry and dishes; keeps toxins and medications out of reach and locked; uses safety procedures in operating wheelchairs and other equipment; inspects equipment and monitors for minor repairs and preventative maintenance as needed; administers first aid and CPR if necessary and trained; performs daily student health checks for signs of illness, monitors students who may have chronic conditions requiring administration of medication; and performs specialized physical health care services in accordance with Education Code Section 49425 under the training and supervision of a qualified School Nurse (may include gastrostomy tube feeding, urinary catheterization, ostomy, tracheotomy and/or respiratory care).

#### MINIMUM QUALIFICATIONS

##### Education, Training and Experience

Person must have 48 units of college coursework, or an A.A. or higher, or pass a proficiency test. Previous experience working with groups of children, working with disabled students or adults is highly desirable.

##### Knowledge

Basic reading, writing and math as identified by passing proficiency test in those three areas.

##### Skills and Ability

Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms; successfully supervise students; follow instructions with a minimum of direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; adapt to individual needs of teachers and students and work with interruptions; adapt to changing conditions as needs dictate; respond quickly to emergency situations; work with students and staff; understand and maintain confidentiality; perform general clerical duties including record keeping and filing; accept, understand, and relate to students who have behavioral, learning, or physical disabilities; use basic signing skills desirable in some programs for nonverbal students; be trained and updated in specialized health care procedures; change diapers and deal with alternative toileting techniques for all ages; work with students with contagious diseases; ability to learn computer skills to assist students in the use of computers in classroom; and be trained in the use of various equipment.

##### Physical Ability

Requires sufficient arm, hand and finger dexterity in order to operate a personal computer keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers. Requires lifting of light to moderate objects (between 20 to 30 lbs.) on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

##### Licenses and Certificates

Valid California Driver's License

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02/01/05