
BRIEF DESCRIPTION OF POSITION:

Under supervision of the Assistant Principal and direction of the classroom teacher, the Paraeducator assists the teacher in reaching prescribed learning objectives and provides a smoothly functioning class environment. The majority of the duties involve working with individual students or small group in the classroom, lab, or study center to help them achieve their educational goals. Provides attendant services to physically handicapped students, which allow them to access the educational environment and take full advantage of the instructional program and available resource materials.

STATEMENT OF TYPICAL ESSENTIAL DUTIES:

- a. Assists teachers by providing individual and group assistance to students with physical/severe disabilities.
- b. Consults with the teacher regarding individualized and group educational goals and objectives.
- c. Assists the teacher in devising special strategies for reinforcing material or skills based on understanding of individual students, their needs, interests, and abilities.
- d. Distributes and collects instructional material, corrects student work, and supervises testing, as assigned by the teacher.
- e. Provides clerical support necessary for the proper functioning of the classroom, related programs or individual needs assessment or evaluation.
- f. Operates and cares for equipment used in the classroom for instructional purposes and equipment necessary for the physically/severely handicapped students.
- g. Assists the classroom teacher in checking and recording students' attendance.
- h. Provides attendant services to physically handicapped students as needed, including toileting assistance, transferring, lifting, positioning, feeding, and transporting.
- i. Assists with bracing and unbracing artificial limbs, standing and tilt tables, hand splints and other equipment necessary for the physically handicapped students. Changes diapers and cleans students as necessary.
- j. Assists with toileting/diapering, tube feeding, wheelchair needs, catheterization and related duties for the severely handicapped students.
- k. Performs other related duties and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Familiar with basic functions and procedures specific to a classroom environment including principles of learning, motivation and perception.

Ability to:

- Demonstrate ability to communicate and work effectively with physically/severely handicapped students and teachers, staff, and parents.
- Physical ability to maneuver and/or lift physically/severely handicapped students of varying weights.
- May be required to drive a district issued vehicle.

EDUCATION AND EXPERIENCE:

Must have High School Diploma, 48 College Units, and/or an Associates Degree, or the successful completion of the Parapro test.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

LICENSES AND OTHER REQUIREMENTS

- Valid First Aid and CPR certificates
- Valid California Driver's License preferred and proof of current automobile insurance.