

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Paraeducator

CLASSIFICATION: CSEA

REPORTS TO: Principal

BASIC FUNCTION:

The job of Paraeducator – Special Education is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction in individual or groups; provide support to student behavior during non-classroom time; may provide support to students with health and medical needs; and providing information to appropriate school personnel.

REPRESENTATIVE DUTIES:

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher and/or therapist for the purpose of supporting and reinforcing classroom objectives.
- Administers and scores classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Communicates with teachers, support staff and school administrators for the purpose of monitoring student progress, providing relevant feedback and information, reviewing students' performance and discussing students' needs.
- Confers with teachers as requested for the purpose of assisting in evaluating special education student progress and/or implementing IEP objectives.
- Assists students, individually or in groups, with lesson assignments in basic academic and/or specialized subject areas (e.g. read stories, listen to students read, provide writing assistance, reinforce math lessons, provide spelling practice, facilitate delayed fine motor skills activities, visit library) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
- Monitors students as needed during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, and parking lots) for the purpose of maintaining a safe and positive learning environment.
- Prepares instructional materials and/or classroom equipment (e.g. decorates bulletin boards, gathers appropriate resources, laminates graphic and written materials, gathers

scissors and pencils, copies worksheets, records student behaviors on progress charts) for the purpose of setting up materials for activities in classroom/instructional areas.

- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, hitting, violations of rules, safety conditions) for the purpose of communicating information to appropriate teacher and/or administrator.
- Responds to emergency situations (e.g. injured student, fights, and inappropriate social behaviors) for the purpose of resolving immediate safety concerns.
- Supervises students in a variety of situations, observing behavior of students for the purpose of ensuring that the students do nothing to injure themselves or others and noting behavioral problems.
- Supports classroom teachers for the purpose of assisting them in the implementation of curriculum and teaching methodologies within assigned areas of instruction.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures) for the purpose of acquiring and/or conveying information relative to job functions.

ADDITIONAL FUNCTIONS AS REQUIRED AND ASSIGNED:

An additional 5% shall be added to employee's compensation for performing the duties outlined below and shall be compensated as per relevant Memorandum of Understandings and the Collective Bargaining Agreement.

- Paraeducators assigned to Counseling Enriched Special Day Classes (SDC), LASS SDC's, Moderate/Severe SDC's, and Adult Transition SDC's.
- Provides first aid and non-medical assistance (e.g. changing diapers and clothes, positioning students on orthopedic equipment, lifting students, stretching) for the purpose of providing appropriate care for ill, medically fragile and/or injured students and maintaining students' personal hygiene.
- May provide specialized physical health care services (e.g. tube feeding, colostomy bags, suctioning tracheotomy tube) under the supervision of a credentialed school nurse, public health nurse, or licensed physician and within the parameters of California law for the purpose of providing appropriate care for ill and medically fragile students.

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to

satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

RESPONSIBILITIES:

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Job related experience is preferred.

EDUCATION: High school diploma or equivalent.

EQUIVALENCY: A combination of education, training and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal and local laws, and Board Policy.

CERTIFICATES AND LICENSES: Hepatitis B shot

TERMS OF EMPLOYMENT:

- 10 month position
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

SALARY RANGE: CSEA salary schedule placement: Level 16

FLSA STATUS: Non-exempt

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally clean and healthy environment.

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing				X	
Walking				X	
Sitting			X		
Lifting			X		
Bending			X		
Twisting			X		
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination					X
Picking, pinching, fingering					X
Hearing with both ears:					
Near					X
Distance to 20 feet					X
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more					X
See up, down, left and right					X
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone			X		
Short-term memory recall					X
Long-term memory recall					X
Reading				X	
Writing				X	

Completion by Human Resources

Board Approval Date – November 1, 2016
() New Job Description/Reason: (X) Reclassification () Organization Needs
(X) Revised Job Description
() Revised Salary Placement
Change Effective date: July 1, 2016