

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PARAPROFESSIONAL
CLASSIFICATION: SPECIAL EDUCATION
JOB TITLE: PARAEDUCATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned special education program; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties in support of the instructional program.

REPRESENTATIVE DUTIES:

Assist a certificated teacher in providing instruction to students 0-22 years of age in a special education program, speech and language setting, vocational training site, or other related special education assignments. **E**

Provide instructional assistance to individuals or groups of special education students in a special class or regular classrooms; assist special and regular education students during classroom activities, lunch, physical education periods, recess and various other activities as directed. **E**

Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students. **E**

Prepare instructional materials as directed by the teacher; create or modify materials to assist the learning process; administer assigned testing instruments to assist in developing Individual Education Plans; score a variety of tests and assist in maintaining student files and records. **E**

Attend IEP meetings as required. **E**

Observe and control behavior of students according to approved procedures; report progress and problems regarding student performance and behavior to the teacher. **E**

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly learning environment. **E**

Conduct group activities of students as assigned; monitor students in the absence of the teacher. **E**

Assist students with special and daily activities such as using restroom facilities or participating in athletic activities. **E**

Participate in staff meetings and in-service training programs as assigned. **E**

Monitor and safely transport students as assigned and in accordance with all traffic and safety guidelines and statute. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to special education students.
Basic core curriculum.

Principles and techniques of providing instructional assistance to groups of individuals in a variety of subject areas.

Behavior of emotionally disturbed students

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and conduct.

Health care techniques for children with special needs.

Emergency resources.

ABILITY TO:

Assist a certificated teacher with instruction in an assigned special education program.

Learn instructional techniques appropriate for students with disabilities.

Learn, apply, interpret and explain specialized mathematics, reading, writing and other tests for Special Education students.

Follow and modify lesson plans to fit individual student needs.

Demonstrate a patient, understanding and receptive attitude toward children with special needs, including those with disruptive emotional characteristics.

Understand and follow oral and written directions.

Communicate effectively with children, parents and adults.

Establish and maintain effective working relationships with students, parents, faculty and the public.

Understand and apply rules, regulations, policies and procedures.

Use educational technology appropriately.

Perform clerical duties such as filing, duplicating and maintaining records.

Perform basic health care services for children with special needs.

Operate a vehicle to conduct work.

EDUCATION AND EXPERIENCE:

One year of experience working with children in an organized setting.

Meet Title I Paraprofessional requirement: high school diploma or the equivalent, and two (2) years college coursework (48 units); or Associate's degree or higher; or pass local assessment of knowledge and skills in assisting in instruction.

LICENSES AND REQUIREMENTS:

Some positions in this class may be required to speak a second designated language.

Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request (Requirement may be waived at the Superintendent's discretion).

Valid Basic First Aid and CPR certification

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor work environment.

Drive a vehicle to transport students as assigned.

Public or private community site.

Accompany students on school bus.

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities.

Hearing and speaking to exchange information related to classroom assignments.

Bending at the waist to assist students with activities.

Kneeling.

Standing or sitting for extended periods of time.

Lifting and carrying up to 40 pounds.
Pushing or pulling children in wheelchairs.
Dexterity of hands and fingers.

HAZARDS:

Potential contact with blood and other bodily fluids.

Employee Group: Classified - CCESP

FLSA Status: Non-Exempt

Salary Schedule: 140

Approval Date: October 2023