

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: PARAEDUCATOR I

SALARY: RANGE 21 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned administrator, assist in the supervision, testing and instruction of students in specialized programs in an assigned school site; relieve teachers of clerical tasks; assist students in a variety of specialized programs including Special Day Class, ELD, Resource Specialist Program, After School Program and Physically Handicapped Program.

DISTINGUISHING CHARACTERISTICS:

The Paraeducator I assists in the supervision, testing and instruction of students in specialized programs at an assigned task, including students in the Special Day Class, ELD, Resource Specialist Program, After School Program, Physically Handicapped Program and other programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction to individual or small groups of students in specialized programs in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of individual education plans; gather fluency data using visual supports and other techniques to facilitate learning; assist in implementing IEPs through a variety of classroom activities.

Assist students in completing classroom assignments, homework and projects in various subject areas; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.

Explain and ensure student understanding of classroom assignment and homework instructions; explain words and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior.

Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed; provide computer lab assistance to students as assigned.

Grade and correct student tests and assignments as assigned; maintain records and student files related to attendance, grades, progress, behavior and assigned activities; prepare mandated reports and documentation as required; assist with proctoring CELDT and other mandated tests and assessments as assigned by the position.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.

Escort students to and from designated locations as assigned; monitor students during assigned recess, lunch and play periods as assigned by the position.

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Assists students in the performance of daily care including restroom use and lunches for the purpose of meeting students' social and living skills; assist student with feeding and toileting as assigned by the position.

Ensure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials.

Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general class and student information to parents and others as assigned.

Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; distribute, collect, prepare and process attendance, medication and various other forms and documents; record student attendance as assigned.

Provide basic first aid as assigned by the position; arrange for emergency medical services as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Child guidance principles and practices related to students in special programs.
- ▶ Basic subjects including arithmetic, grammar, spelling, language, and reading.
- ▶ Basic instructional methods and techniques.
- ▶ Problems and concerns of students with special education needs.
- ▶ Classroom procedures and appropriate student conduct.
- ▶ Safe practices in classroom and playground activities.
- ▶ Basic record keeping, filing, and report preparation techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Basic first aid.

ABILITY TO:

- ▶ Assist with instruction and related activities in a classroom or assigned learning environment.
- ▶ Reinforce instruction to individual or small groups of students in special programs as directed by the teacher.

- ▶ Assist in the preparation of instructional materials and implementation of individual education plans.
- ▶ Perform a variety of clerical duties including typing, filing and duplicating materials.
- ▶ Demonstrate an understanding, patient, and receptive attitude toward students with special needs.
- ▶ Read books to students and assist with reading and writing activities as assigned.
- ▶ Monitor, observe, and report student behavior and progress.
- ▶ Observe health and safety regulations.
- ▶ Maintain records and prepare routine reports.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Provide basic first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by 48 units of college-level coursework including coursework pertaining to child development, special education or related field and one year of experience working with children with special education needs in an organized setting.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Classroom environment.

PHYSICAL DEMANDS:

- ▶ Pushing children in wheelchairs as assigned by the position.
- ▶ Dexterity of hands and fingers to operate standard office and classroom equipment.
- ▶ Seeing to read a variety of materials and monitor student activities.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials and assist students.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.

POTENTIAL HAZARDS:

- ▶ Potential exposure to/direct contact with bodily fluids/bloodborne pathogens.