

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE:       PARAEDUCATOR II**

**SALARY:     RANGE 32 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of an assigned administrator, facilitate an effectively functioning learning environment by assisting in instruction, behavior interventions, development and maintenance of positive classroom and school behavior of students with disabilities related to mental health, behavior and autism spectrum disorders.

### **DISTINGUISHING CHARACTERISTICS:**

The Paraeducator II assists in the implementation of positive behavior interventions and the testing and instruction of students with disabilities related to mental health, behavior, and autism spectrum disorders.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Assist in implementation of student behavior plans; utilize approved positive behavior supports, positive behavior interventions, physical intervention techniques or other skills as required to establish and maintain appropriate behavior.

Assist a certificated teacher in reinforcing instruction to individual or small groups of students with disabilities related to mental health, behavior and autism spectrum disorders 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.

Assist in establishing and maintaining a clean, safe and pleasant learning environment; assist in implementing Individualized Educational Plans through a variety of classroom, site and community activities as assigned; prepare, set up and organize instructional materials and equipment for daily use.

Assist in lifting, moving and positioning students as necessary to render various forms of personal care which may include but are not limited to feeding, dressing, grooming, toileting, diapering and specialized health care procedures; assist students in the use of wheelchairs or other orthopedic equipment; utilize mechanical lifting or other equipment as required.

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; assist assigned teacher with the implementation of lesson plans and instructional activities; assist in administering and monitoring students during tests as assigned.

Observe and monitor behavior of students in the classroom according to approved procedures; implement skill generalization procedures during outdoor, physical education and other recreational activities as directed.

Under the guidance of a clinician, implementing discrete trial training, knowledge of Task Analysis methodology, fluency with prompting procedures fluency with principles of reinforcement (e.g. implementing a preference assessment, schedules of reinforcement, etc.).

Assist in completion of functional behavior assessments, fluency with a variety of data collection methodologies (e.g. A-B-C recording, Interval Recording, Trial-by-Trial Data Recording, etc.).

Accompany and assist students to and from transportation and activities on campus; accompany students on bus or other transportation as assigned by the position.

Assist with data collection and progress monitoring for academics and behavior; maintain confidentiality of student records in accordance with District and legal requirements.

Perform routine clerical tasks related to position such as recordkeeping, filing and copying; assist with enrollment procedures, attendance verifications and other common classroom routines and activities.

Maintain current knowledge and certification of skills and techniques related to position; attend staff meetings, training sessions, workshops and other in-service activities as needed.

Support students to develop positive relationships with other students and adults; functions as a role model to students.

Provide routine first aid to injured students according to established procedures as assigned by the position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- ▶ First aid and CPR procedures.
- ▶ Proper lifting techniques.
- ▶ Child guidance principles and practices related to children with special education needs.
- ▶ 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.

**ABILITY TO:**

- ▶ Assist students with personal hygiene, feeding, toileting, bathing, vocation-related functions, positioning and independent living skills as assigned.
- ▶ Lift and carry students as assigned by the position.
- ▶ Administer first aid and CPR.
- ▶ Drive a vehicle to conduct work.
- ▶ Assist with instruction and related activities in a classroom or assigned learning environment.
- ▶ Reinforce instruction to individual or small groups of special education students 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.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: an associate's degree in child development, psychology or related field and one year of experience working with students with special needs in an organized setting.

**OTHER REQUIREMENTS:**

- ▶ Current certification in Nonviolent Crisis Prevention and Intervention, Pro Act, or equivalent.
- ▶ Valid First Aid and CPR Certificate issued by an authorized agency.
- ▶ Valid California Driver's License.
- ▶ DMV Pull authorization for NUSD.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.
- ▶ Willingness and ability to complete a 40-hour training on behavior analytic principles and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Classroom environment (which could include Community Based Instruction).
- ▶ Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- ▶ Lifting and carrying students as assigned by the position.
- ▶ Pushing children in wheelchairs as assigned by the position.
- ▶ Dexterity of hands and fingers to operate standard office and classroom equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ 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.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.

**POTENTIAL HAZARDS:**

- ▶ Potential exposure to/direct contact with bodily fluids/bloodborne pathogens.
- ▶ Driving a vehicle in adverse weather conditions.