

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR, SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; assist students with performing academic, daily living and special health care activities as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials and provide input and suggestions to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to established policies and procedures; monitor students during outdoor, eating, field trip and various other activities as assigned; monitor and report progress regarding student performance and behavior.

Assist students with performing and developing independent living and self-help skills as assigned; assist students with personal hygiene including dressing, washing and grooming; assist students with eating and activities; toilet students and change diapers and soiled clothing as needed.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation and planning of lesson plans and instructional activities; assist with the implementation of behavior intervention strategies as directed.

Escort students to and from buses, classes and other locations as assigned; push student wheelchairs; lift students in and out of wheelchairs and other equipment; load and unload students on and off buses; accompany and assist students in mainstreamed classes and take notes as required.

Assist students with physical therapy, positioning, developing motor skills and related exercises as required; utilize adaptive equipment; assist students with developing independent walking and mobility skills; interact with and assist students during play, exercise and recreation.

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

Assist with the implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives as required.

Provide medical assistance and health care to special education students as assigned; administer first aid and CPR according to established procedures as needed; assist students with tube feeding, seizures and other health care activities; dispense medications according to prescribed instructions.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials as required; grade student tests and assignments; record grades as required.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; wipe down and disinfect classroom equipment as required.

Maintain various records and files related to students, IEP's, attendance, health care activities and assigned duties as required.

Provide classroom support to the teacher by setting up work areas, decorations, equipment and displays, and distributing and collecting paper, supplies and materials.

Communicate with County Office staff and various outside agencies to exchange information and resolve issues or concerns related to student needs and assigned special education functions; assist students with developing communication skills as directed.

Operate a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers and assigned software; utilize medical instruments and equipment as required; assist students with using adaptive equipment.

Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between teachers, parents, staff and others as required; translate notes, letters and other materials as needed.

Assist students with the development of social, vocational and money-counting skills as directed; monitor and assist students at work sites.

Participate in the pick-up, preparation and serving of food to students as required; operate related equipment; wash dishes.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices related to children with special education needs.
Problems and concerns of students with special needs.
Safe practices in classroom activities.
Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling.
Basic instructional methods and techniques.
Classroom procedures and appropriate student conduct.
Methods, techniques and procedures utilized in the care of severely handicapped children.
Operation of standard office and classroom equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and filing techniques.
First aid and CPR procedures.

ABILITY TO:

Assist a certificated teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment.
Assist in the implementation of lesson plans and IEP's.
Assist children with developing and performing social, independent living, communicative, self-help and learning skills and activities.
Understand and relate to students with special needs.
Provide medical assistance and health care to special education students as assigned.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Demonstrate an understanding, patient and receptive attitude towards children with disabilities.
Monitor, observe and report student behavior and progress.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer.
Observe health and safety regulations.
Maintain records and files.
Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with children with special education needs in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor work environment.

PHYSICAL DEMANDS:

- Manual dexterity sufficient to write legibly and operate standard office and classroom equipment.
- Vision sufficient to read printed materials and information displayed on computer monitors.
- Auditory range sufficient to hear verbal communications within a classroom.
- Speech sufficient to transmit verbal information.
- Upper and lower body strength sufficient to lift and transfer students. Weighing up to 50 lbs. without assistance and students weighing 50+ lbs. with assistance. (Non-compliant students regardless of weight should be lifted and transported with assistance when practicable.)
- Upper body and arm strength sufficient to push students in wheelchairs around campus and in the community, and push/pull bicycles, wagons, chairs and tables weighing up to 50 lbs.
- Ambulatory ability sufficient to walk with students on campus and in the community for up to 60 continuous minutes, and ascend stairs, wheelchair ramps, and inclines around campus. (Some positions require chasing and restraining students who run from classrooms.)
- Stamina sufficient to sit or stand for extended periods of time.
- Flexibility sufficient to bend at the waist, kneel and crouch to assist students working at low desks or on the floor, and to reach or stretch to retrieve items from shelves when assisting students with gross motor skill development.

HAZARDS:

Contact with blood and other body fluids.

Potential for contact with bloodborne pathogens and communicable diseases.

Contact with dissatisfied or abusive individuals.