LAKEPORT
UNIFIED SCHOOL DISTRICT

Building successful futures

Job Description

Position:

Special Education Paraeducator I/II (off-site)

General Description:

Under the direction of the classroom teacher and Lakeport Unified School District's Director of Special Education, perform a variety of duties pertaining to the care and instruction of students with moderate to severe disabilities and other Special Education students as assigned ; assist in instructing students individually or in small groups in accordance with prescribed learning objectives; assist in the preparation of instructional materials and provide routine clerical support; assist in meeting special needs, including feeding, toileting, positioning and monitoring health conditions. This position will serve as support staff in one of the regional special education program classroom settings, not located on one of Lakeport Unified School District school sites.

Specific Duties:

- Tutor individual or small groups of severely handicapped students according to prescribed learning objectives, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices, and assignments in various subjects; assist in the development and implementation of Individual Education Plans and behavior management plans.
- May assist students with performing and developing independent living skills; assist students with personal hygiene including brushing teeth, dressing, undressing, bathing, and grooming; assist students with eating habits, table manners and household chores; toilet students and change diapers and soiled clothing as needed; assist students with developing social skills.
- Provide classroom support to the teacher by setting up work areas and displays and distributing and collecting paper, supplies and materials; confer with teachers concerning lesson plans and materials to meet student needs; present instructional materials.
- Assist students in completing classroom assignments, homework, and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance; assist students with identifying and learning numbers, letters, shapes, and colors.
- May greet students at the bus, push students in wheelchairs.
- Perform a variety of clerical duties such as preparing instructional materials, duplicating materials, preparing lists and other documents, processing forms and applications, taking role and maintaining records and files.

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- May support in data collection for behavior plans and academics, assessment support during state and district scheduled times and related clerical support, including filing of reports and data.
- May perform routine first aid; maintain daily documentation of specialized physical health care services and procedures as directed.
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures, report progress regarding student performance and behavior.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly, and clean manner; clean, set up, and set out toys and instructional materials; clean tables, floors and dishes as assigned.
- May lift students in and out of wheelchairs, braces and other orthopedic equipment and position pupils; assist students during mealtimes; take appropriate action when students have difficulty while eating; assist students with developing motor skills and related exercises as directed.
- Participates in professional development, implements skills learned, and demonstrates an understanding of the needs of ALL students.
- May perform other related district duties as assigned by administration in temporary critical situations.
- Performs related duties as assigned.

Required Skills:

- Knowledge of subjects and instructional materials.
- Ability to perform scheduling, lunch record, supply, and inventory procedures.
- Ability to work with children in a variety of situations.
- Individual alertness and vitality as well as a demonstrated sensitivity to others and their individual needs.

Basic Qualifications:

- NCLB Compliance: Must meet one of the following qualifications:
  1. AA Degree or higher, or
  2. Two years of college (48 units)
- Current adult and child CPR and First Aid certification card.
- Ability to obtain Crisis Prevention Intervention (CPI) certification for course completion within six months of hire.

Special Education Paraeducator I:

- High School Diploma or equivalent
- Fifteen units in general subjects or child growth and development obtained from a community college or other college or university accredited by the Western Association of School and Colleges.

Special Education Paraeducator II:

- High School Diploma or equivalent
- Possession of an Associate of Arts Degree or higher in general subjects or child growth and development obtained from a community college or other college or university accredited by the Western Association of School and Colleges.

Physical Requirements:

- Ability to see for purposes of reading policies and printed material.
- Ability to understand speech at normal levels in person, on the telephone, or on other district communication devices.
- Ability to communicate so others will be able to understand a normal conversation in person or on the telephone.
- Ability to operate necessary equipment including computers and computer software with dexterity.
- Ability to occasionally lift/carry supplies, materials and equipment weighing up to 15 pounds.
- Ability to demonstrate mental acuity in the performance of job-related duties and interactions with students and adults.

Working Conditions:

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment, and supplies, reaching in all directions and working at a computer or other standard school equipment. Be able to work in both an indoor and outdoor setting.
Position located in a special education moderate to severe disabilities classroom not on Lakeport Unified School District property.

Hours:

Up to 8 hours per day

Days:

182 days - vacation, holidays, and sick leave in accordance with contract and Ed Code requirements

Salary:

Range D - Classified Salary Schedule (Special Education Paraeducator I)

Range E – Classified Salary Schedule (Special Education Paraeducator II)

Evaluation:

Director of Special Education