

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist certificated teaching staff in a variety of instructional support duties providing instruction to individuals or small groups of students in a variety of classroom settings, reinforce instruction as directed by the teacher; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist certificated teaching staff to provide instruction to individuals or small groups of students in a variety of classroom settings, reinforce instruction as directed by the teacher; perform a variety of clerical duties as assigned.

Perform clerical duties including maintaining records, student data sheets and records of student progress; prepare a variety of reports as necessary; communicate matters of importance to teachers and specialists; communicate important information to parents when so directed by the teacher.

Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives; prepare for and assist with various classroom projects; clean up after classroom projects.

Observe and control behavior and interaction of students according to approved procedures; report progress regarding student performance and behavior.

Operate office equipment such as a copier, fax machine, computer and laminator as necessary.

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Assist teaching staff in assessing programs and materials to meet the needs of the children; collect, assemble, and distribute learning materials, supplies, equipment and other resource materials; order instructional material and aids when necessary.

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

Oversee student activities; lead and monitor playground activities and movement education as assigned; assist teachers in the instruction and supervision of students with behavior or emotional problems.

Attend and participate in staff meetings and in-service training programs as assigned.

OTHER DUTIES:

Perform related duties as assigned.

ALTERNATIVE EDUCATION OPTION:

Prepare a variety of reports including written legal reports regarding students removed from school for disciplinary reasons, behavior reports for probation officers, and special incident reports regarding action and safety of students.

Assist teachers in the instruction and supervision of students with behavior or emotional problems; prepare educational materials and correct student assignments.

DEAF AND HARD OF HEARING OPTION:

Assist Teachers in the instruction and supervision of students who are deaf and hard of hearing.

Supervise and interpret for deaf and hard of hearing students in integration programs, recess, and other school functions.

Provide basic translation utilizing a variety of communication models, including speech, speed-reading, sign language (ASL), manually-coded English or cued speech.

ELEMENTARY OPTION:

Under the direction of teacher, therapist, nurse, specialist, or doctor, perform special feeding and positioning techniques as prescribed; administer specialized health care procedures; administer prescribed medications to students.

Attend to students having seizures; document seizures on student charts.

Assist students with self-help skills including, feeding, teeth brushing, toileting, and dressing; assist in diapering as needed.

Provide individual instruction to children in a variety of community settings; report progress regarding student performance.

INFANT/PRESCHOOL OPTION:

Assist teachers and therapists in instruction and supervision of children from birth to 5 years of age that have developmental delays or handicaps.

Under the direction of teacher, therapist, nurse, specialist, or doctor, perform special feeding and positioning techniques as prescribed; administer specialized health care procedures for students.

Attend to the physical, emotional, intellectual, and therapeutic needs of the students; provide help in toileting and diapering of students; assist students in the use of orthopedic and other medical devices.

Provide support to families; act as intermediary between home and school; help families identify outside support services and agencies to fill individual or family needs; help parents and doctors understand the child's needs.

Conduct home visits to provide individual instruction to children at home or in a variety of community settings; confer with teachers concerning questions from parents and caregivers; report progress regarding student performance.

MEDICALLY FRAGILE OPTION:

Under the direction of teacher, therapist, nurse, specialist, or doctor, perform special feeding and positioning techniques as prescribed; administer specialized health care procedures; administer prescribed medications to students.

Attend to physical and educational needs of both non-ambulatory and ambulatory students who are medically fragile and non-verbal.

Respond to medical problems of individual students; inform teacher(s) or nurse about individual students' medical problems and needs; chart and record information pertinent to medical and health needs.

Perform special feeding and positioning techniques as medically prescribed.

ORTHOPEDEICALLY IMPAIRED OPTION:

Assist students in the use and care of various orthopedic devices including performing simple maintenance tasks on wheelchairs, walkers, and other equipment.

Assist students in the use of classroom computers and adaptive equipment including setting up equipment for use; assist students with electronic communication devices.

Under direction of teacher, nurse, specialist, or doctor, perform special feeding and positioning techniques as prescribed; administer specialized health care procedures for students.

Perform diapering and toilet training activities and techniques including catheterization.

Accompany students to regular education classrooms when needed for successful integration; assist regular education teacher in adapting classroom materials for use by orthopedically impaired students.

SECONDARY PROGRAM OPTION:

Under the direction of teacher, therapist, nurse, specialist, or doctor, perform special feeding and positioning techniques as prescribed; administer specialized health care procedures; administer prescribed medications to students.

Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program (IEP).

Assist students with self-help skills including, feeding, teeth brushing, toileting, and dressing; assist in diapering as needed.

Supervise and transport students to community-based or regular education-based training programs.

Provide individual instruction to children in a variety of community settings; report progress regarding student performance.

Assist teacher in developing job-training sites for students.

SEVERELY EMOTIONALLY DISTURBED OPTION:

Assist teachers in the instruction and supervision of severely emotionally disturbed children and young adults.

Accompany students to quiet room when they are in crisis; assist students in resolving problems; redirect students.

Work as a team member with classroom teacher and mental health staff providing information for the development of mental health treatment plans, behavioral goals, and education plans.

Work with severely emotionally disturbed students; utilize most effective crisis intervention techniques related to the nature of the students' emotional disorder and state of crisis.

VISUALLY IMPAIRED OPTION:

Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program (IEP).

Prepare and adapt printed materials, as appropriate, to basic Braille, large print, or type; record print materials on tape for student use; transcribe student produced Braille materials into print for use by sighted teachers, parents, and other students.

Coordinate and gather materials from classroom teacher(s) to be transcribed daily.

Transport the teacher of the visually impaired from site to site, as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General needs, problems, learning styles, and requirements of students with behavior and emotional problems and special needs students.

Child guidance principles and practices.

Principles of group behavior and dynamics.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

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

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Assist certificated staff with instruction and related activities of the assigned learning environment.
Assist students in developing self-help and social skills.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Establish and maintain effective working relationships with others.
Communicate effectively both orally and in writing.
Operate various instructional, therapeutic and office equipment.
Establish and implement consistent, firm, and appropriate limits.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to possess sign language skills.
Incumbents in this class are required to pass a basic skills proficiency exam.
Some positions in this class may be required to possess a valid California driver's license.
Some positions in this class may be required to translate in a designated second language.
Some positions in this class may be itinerant and travel from site to site.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment for special needs children.
Travel from site to site as required by position.

PHYSICAL DEMANDS:

Lifting moderately heavy equipment.
Lifting students who weigh up to 50 pounds.
Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing, speaking or signing to exchange information.

HAZARDS:

Contact with dissatisfied or abusive individuals.
Exposure to bodily fluids and infectious diseases.