

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: PARAPROFESSIONAL, Special Needs

DEFINITION: Under the direction of the Director of Student Services, and supervision of the assigned classroom teacher, assists students with serious behavioral and instructional needs in the areas of academics, social skills, independence skills and other activities of daily living. The Paraprofessional, Special Needs shall assist in classroom preparation, monitor and provide documentation of the student's daily performance, assist with student's personal hygiene, and assist the classroom teacher with various school events.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Assist with classroom preparation and clerical duties, correspondence, forms and reports
- Assist in preparing instructional materials for the purpose of implementing lesson plans and other classroom activities
- Assist students with special needs in all self-help, self-care activities and activities of daily living
- Assist students build or maintain satisfactory interpersonal relations, behavior and/or feelings with peers and teachers
- Assist students with mobility issues in navigating their indoor and outdoor educational environment
- Provide specialized health care procedures as outlined by State regulations
- Administer medication as per a documented health plan with oversight of the district nurse
- Assist with toileting and toilet training which may include changing soiled clothing as needed
- Assist with cooking activities
- Assist with eating and nutritional needs which may include assisted feeding as needed
- Assist in reviews of student progress
- Coordinate and assist the classroom teacher plan and work with students with language, speech and/or hearing disabilities
- Assist with behavioral interventions as needed or instructed
- Lift and secure students safely using a two person lift as needed
- Provide academic tutoring in all types of settings (not limited to drop in, push in, or pull out)
- Participate as a positive team member
- Maintain routine informational and operational records
- Prepare reports of work completed and materials used
- Conduct learning experiences for students with the guidance of the teacher
- Assist in the maintenance of records such as weekly plans, calendar of events, accident reports, inventory of equipment, and other records as assigned
- Meet and work with assigned students in the academic subject area designated by the teacher
- Encourage oral skills and listening skills as appropriate during group lessons
- Stimulate children's emotional and intellectual development
- Order and distribute audiovisual equipment and instructional materials
- Attend school meetings and workshops as assigned

POSITION TITLE: PARAPROFESSIONAL, Special Needs, Continued

- Assist in maintaining a clean, safe and healthful environment
- Assist with first aid as needed
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Crisis Intervention Techniques such as CPI, Handle with Care or Part Training
- Delivery of reinforcement strategies
- Behavior modification, prompting levels and motivational techniques
- Observational behaviors, visual supports, data collection, classroom organization and management
- Student testing, testing procedures and routine recordkeeping
- Defined academic subject matter
- Proper English usage, spelling, grammar, and punctuation
- Basic arithmetic
- Safety practices in group or individual activities
- Technology specific to classroom learning
- Modern office equipment

Ability to:

- Effectively work with students who have language, speech and/or hearing disabilities
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities
- Establish relationships with students
- Participate in activities outside the classroom such as vocational training, mainstreaming, recreational activities and field trips
- Learn and perform specialized instructional procedures including, but not limited to instruction in reading, math, and technology
- Attend specialized trainings unique to the assigned student's disability
- Correctly lift and position students on/in specialized equipment
- Develop and maintain cooperative working relations with those contacted in the course of work
- Work independently on own initiative
- Perform First Aid
- Analyze situations accurately and use an appropriate course of action
- Be responsible for the safety and welfare of special needs students
- Travel between sites
- Speak and write effectively in English
- Maintain records
- Maintain confidentiality

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience that would demonstrate possession of the knowledge and abilities listed herein.
- No Child Left Behind (NCLB) Compliant
- Associates Degree, Bachelor's Degree or pass CBEST

POSITION TITLE: PARAPROFESSIONAL, Special Needs *Continued*

- Additional coursework related to this position such as education, psychology, child development, classroom behavior management and/or Early Childhood Education
- Specialized training in areas of assignment (eg: behavior modification, restraint/crisis intervention techniques)

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing students and reading instructional materials, tests, student records and other printed matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Operate audiovisual equipment, computer, typewriter, copy machine and other office and other equipment used in the course of work with dexterity
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 45 lbs. plus additional weight with a two-person lift
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Indoor and outdoor working environment subject to bending, crouching, and kneeling, reaching in all directions

LICENSE OR CERTIFICATE:

- Handle with Care, Crisis Intervention Training, etc., highly preferred
- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification within six (6) months of hire

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: May 21, 2015