



Sequoia Union High School District

Job Description

JOB TITLE:	Special Education Paraprofessional I
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	I – 7.5
WORK - YEAR / HOURS:	9 months / 5/6/or 7 hours
LOCATION:	Various
BOARD APPROVAL:	June 29, 2016

BASIC FUNCTION

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers and students assigned to a designated special education instructional program; perform a variety of support activities related to behavior management and classroom instruction of special education students; perform a variety of clerical support duties related to classroom and program activities.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Provide instructional support and assistance to teachers and students assigned to a designated special education instructional program; tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; accompany students into mainstreamed classes.

Assist assigned teacher with the implementation of lesson plans; assist in administering, proctoring, scoring tests and papers and charting student progress; modify materials and explain instructions and words.

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

Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students.

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior; communicate with teachers and administrators regarding student performance and behavior as necessary.

Perform a variety of clerical duties such as preparing, typing, duplicating and filing a variety of materials; prepare necessary student and program paperwork; maintain student records and files; record student attendance.

Direct group activities of students as needed; assist in monitoring of off-site activities or assemblies;

accompany students on field trips as assigned.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Operate a variety of classroom and office equipment including a computer, copier, typewriter and laminator.

OTHER DUTIES:

Attend and participate in staff meetings; attend various in-service meetings as assigned.

Perform related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Child guidance principles and practices.

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

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and filing techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment, including a computer.

ABILITY TO:

Assist with instruction and related activities in a special education classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Learn child guidance principles and practices related to children with special education needs.

Perform clerical duties related to classroom and program activities.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Maintain routine records and files.

Understand and relate to children with special needs.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE

NCLB compliance requires that paraprofessionals meet the following criteria:

1. A high school diploma or the equivalent; and
2. Two years of college (48 units); or

3. An A.A. degree (or higher), or
4. Pass a local assessment of knowledge or skills that demonstrates the equivalent of the above requirements.

WORKING CONDITIONS

ENVIRONMENT:

Classroom and high school campus environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Abusive and potentially harmful outbursts from students.