OVERALL RESPONSIBILITY

Under general supervision, assist teacher(s) in the instruction of students to accomplish objectives of the instructional program of a school district and assist teachers with routine clerical and instructional duties.

SPECIFIC RESPONSIBILITIES

1. Assist classroom teachers in the establishment of seating charts, rules and guideline standards and record keeping systems to be used.
2. Become familiar with appropriate texts and classroom instructional materials.
3. Conduct individual and/or small group instructional activities when directed to do so by the teacher.
4. Assist in the preparation of instructional materials and make copies of materials needed by the teacher.
5. Disseminate and collect student assignment work sheets and materials as directed.
6. Supervise students in class and at school activities during the student attendance day along with the teacher or in the teacher’s absence for brief periods of time, but not on a regular basis.
7. Assist in clerical duties such as roll taking, grade assignments or recording, reports on student achievement, attendance and/or behavior.
8. Support and assist in the enforcement of classroom, school and district rules.
9. Assist pupils with physical needs (i.e. feeding techniques, toileting, placement and removal of braces where appropriate).
10. After receiving training, distribute, assist, and administer medications to students with an Individual Education Plan or 504 plan according to prescribed procedures in accordance with current law; assist with specialized feedings, Epi pens, implementation of seizure plans, and diabetic care plans; assure the health and safety of students by following health and safety practices and procedures.
11. Assist in supervision of play and lunch activities, bus loading and unloading when needed.
12. Assist in implementing individual educational plan goals.
13. Communicate with students in other than by the spoken word (i.e. Blissymbols, Braille).
14. Maintain a high degree of student supervision.
15. Prepare lunches and do dishes for severely handicapped students where appropriate.
16. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
17. Perform other related duties as assigned.
INSTRUCTIONAL PARAPROFESSIONAL, SPECIAL EDUCATION, P-12, PHYSICALLY AND SEVERELY HANDICAPPED (continued)

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:
Knowledge of subject areas taught in specific assignment or ability to learn quickly.
Ability to get along well with students and staff.
Ability to understand and implement oral directions and directions written in English.
Ability to communicate and maintain cooperative relationships with those contacted in the course of work.

Desirable Qualifications:
Knowledge of crisis intervention techniques.
Knowledge of and ability to operate a computer and other equipment (i.e. communication devices, lifts, standing frames).
Knowledge of handicapping conditions prevalent in students.
Ability to operate duplicating equipment.

Experience

Minimum Requirement:
Two years experience working with school age students.

Education

Minimum Requirement:
High School Diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE).

Licenses/Certificates/Permits

Minimum Requirements:
Instructional Paraprofessional Proficiency Certificate
Valid CPR Certificate
District-approved Restraint Certificate must be obtained within six (6) months of employment and renewed as required.

Physical Characteristics

With or without the use of aids:
Sufficient vision to read small print.
Sufficient hearing to hear normal and telephone conversations.
Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
Sufficient dexterity to print or write legibly, operate telephone, use computer keyboard, peripheral computer hardware and testing devices.
Sufficient lower body strength, stamina and mobility to stand, kneel, walk, stoop and bend legs for intermittent periods of time.
Sufficient physical ability to drive a vehicle and sit for extended periods of time.
Sufficient physical ability to reach horizontally and vertically with arms.
Ability to lift 40 pounds in a series of functional tests which closely simulate the work environment.
REPORTS TO

Teacher of Physically and Severely Handicapped and site administrator.

SPECIAL NOTE: Employees moving to this job category, as a result of the job description rewrite process in May, 1988, will gain hours in the new job description. Any prior seniority hours accrued as an Instructional Aide, Special Education, K-12 will be retained. If in the instance of a layoff or elimination of positions, all seniority hours served in the new classification shall be added to the prior seniority hours earned as Instructional Aide, Special Education, K-12.

Board Approved: 7/30/12
Cabinet Approved: 2/4/14
Unit Approved: 5/21/14
Board Approved: 6/16/14