

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
PARAEDUCATOR SPECIAL EDUCATION**

DEFINITION: Under the direction of the teacher, assists with classroom instruction and program support for identified students, and performs other related duties.

EXAMPLES OF DUTIES:

- Work with identified students, both individually and in small groups, providing direct instruction toward achievement of the specific educational goals established in each student's IEP. **E**
- Assist teacher in developing lesson plans and preparing educational materials designed to assist student in achieving specific educational goals. **E**
- Assist teacher in evaluating student skills and progress and maintain records. Communicate regularly with teacher to adjust each student's educational program as necessary. **E**
- Serve as a member of each student's educational team, working with teachers, parents and SELPA personnel toward achievement of program goals, as requested by teacher. **E**
- Correct homework, tests and papers; record grades; maintain files of student classwork. **E**
- Assist teacher with student behavior modification and discipline. **E**
- Assist students with research, special projects, and individual needs. **E**
- Provide clerical support for the teacher, preparing and copying educational materials. **E**
- Assist teacher with the maintenance of bulletin boards, displays, and necessary classroom supplies. **E**
- Assists in the lunchtime routine of Special Education Student(s) **E**
- Runs small groups under the direction of the classroom teacher **E**
- Assist the teacher in transitioning students to the mainstream program. **E**
- Other related duties as assigned **E**

MINIMUM QUALIFICATIONS:

- Education equivalent to graduation from high school.
- Two years of higher education, OR
- Associate's or higher degree, OR
- Pass a formal state or local academic assessment demonstrating knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

DESIRABLE QUALIFICATIONS:

- AA or higher degree in any academic field, especially education or psychology.
- Experience working with children in an educational setting.
- Formal education or training in behavior or psychology.
- Current first aid card and CPR certification.

LICENSES AND CERTIFICATES REQUIRED:

PHYSICAL ABILITIES REQUIRED:

- Sufficient mobility to move around in a classroom.
- Ability to lift objects weighing up to 20 pounds from floor to counter height.
- Specific positions in this class may require the ability to operate a motor vehicle.

Adopted May 15, 2003
August 9, 2018
April 2019
Revised June 2022

E = Essential

Range: 3