

LEMOORE UNION SCHOOL DISTRICT
Human Resources Division

PARAPROFESSIONAL, SPECIAL EDUCATION
Job Description

JOB SUMMARY:

Under supervision, to serve as an aide to teachers in the supervision and education of children with special needs and by assisting them with occasional clerical and authorized instructional duties and do related work as required.

REQUIRED QUALIFICATIONS:

Ability to:

- Maintain cooperative and effective working relationships with those contacted in the course of work;
- Perform occasional clerical work including but not limited to operating a computer;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions;
- Print and write legibly.

Knowledge of:

- Child guidance principles and practices;
- Basic subjects taught in District schools, including math, language arts, and reading;
- Safe practices in classroom and playground activities;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Reading, writing and oral communication skills;
- Interpersonal relations skills using tact, patience, and courtesy;
- Record-keeping techniques.

Experience:

- One year of general clerical experience or some work involving contact with children, preferably including knowledge of the subject matter taught in the classroom.

Education:

- Equivalent to graduation from High School
- Must possess an AA degree, or 2 years equivalence (48-49 semester units) of acceptable college coursework, or successful passage of an acceptable rigorous assessment (KCOE Paraprofessional Exam).

ESSENTIAL FUNCTIONS:

- Tutor individual or small groups of students identified as individuals with exceptional needs, reinforcing instruction as directed by the teacher;
- Prepare lessons as directed by the teacher; administer and score a variety of tests;
- Observe and control behavior of students according to approved procedures and educational plans; report progress regarding student performance and behavior;
- Provide specialized services to special needs children to include but not be limited to toileting assistance, clothing assistance, wheelchair assistance, playground assistance, etc.;

- Assure the health and safety of students by following all health and safety rules;
- Supervise students on the playground, cafeteria or on field trips; assist the teacher in maintaining classroom discipline;
- Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies;
- Operate a variety of office equipment;
- Confer, as needed, with teachers concerning programs and materials to meet student needs;
- Maintain confidentiality of student information;
- Direct group activities of students as assigned;
- Assist with inventory of books, teaching aids, and classroom supplies;
- Availability to work flexible hours;
- Perform other related duties as assigned.

WORKING CONDITIONS:

Environment:

- School Environment
- Close contact with school age children

Physical Abilities:

- Ability to lift at least 30 lbs.
- Ability to stoop, kneel, bend, push, pull, reach while performing specialized services on a regular basis;
- Ability to stand for long periods of time;
- Physical, mental and emotional stamina to endure stressful conditions.
- Ability to work in various temperatures, indoor, and outdoor conditions;
- Sufficient vision to read material with or without vision aids;
- Sufficient hearing to conduct in-person conversations with students, teachers and parents;
- Sufficient voice volume to be heard at normal conversational distances;

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Lemoore Union Elementary School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

**Salary: Range 3
Employment: 186 days**

Board Approved: May 12, 2015