

SOUTH FORK UNION SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

Paraprofessional

Special Education – Special Need/Mobility

DEFINITION

To assist a certificated teacher(s) in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support and student care activities and to perform a variety of related duties in the maintenance of an effective learning environment. Employees in this classification receive direct to general supervision from a certificated teacher(s) and/or school site administrator within a well-defined framework of policies and procedures. This job classification provides a variety of responsible instructional support activities to enhance the educational environment within the District and requires a high degree of positive contact with both students and certificated staff. This job classification assists physically and mentally handicapped students in toileting needs.

EXAMPLE OF DUTIES

- assists physically and mentally handicapped students in toileting needs including stall positioning, lifting, garments, and cleansing
- assists in supervising students to maintain an effective learning environment; noting behavioral problems observed and disciplining when necessary
- assists in organizing learning and/or instructional environments; setting up materials for daily activities, maintaining neat and orderly classroom/instructional areas
- administers and corrects tests, daily assignments, homework, etc.
- assists in establishing and maintaining informational and operational records and files
- assists in developing goals and objectives for each student according to curriculum and /or program requirements and in conjunction with certificated staff
- confers with teachers regarding students' progress, program evaluation, problem areas, etc.. and assists in development of lesson plans
- assists in taking daily attendance and in supervision of students during lunch hours, breaks, travel, and recreation periods
- assists instructional personnel with mobility training activities
- assists teacher(s) in instructing students in various learning situations including basic academic subjects, vocational activities, self help, social integration, etc.
- implements learning situations which may include individualized instruction; creating learning centers, and/or researching instructional programs for the specific needs of assigned areas(s) of instruction at various sites and training stations
- prepares instructional materials for use in instructional activities; types, makes copies, gathers appropriate resource information and materials as designated by teacher(s)
- provides teacher(s) and school administrators with relevant feedback and information on students' progress through observation and daily contact including daily performance time studies
- performs related duties as required

DESIRABLE QUALIFICATIONS

Knowledge of:

1. proper English usage and grammar
2. pertinent academic areas and learning situations
3. the general needs and behaviors of elementary and middle school students
4. student recreation activities involving sports, games, arts, and crafts

Ability to:

1. understand and carry out both oral and written instructions in an independent manner
2. understand the needs of elementary and middle school students and to effectively relate to these needs in a learning and/or recreational situation
3. analyze situations accurately and adopt an effective course of action
4. Effectively supervise students in a variety of situations, including lunch and P.E.
5. establish and maintain accurate classroom records and files
6. Operate standard office equipment including a typewriter, copy machine, tape recorders, projectors, etc.
7. maintains calm and professional manner in stressful situations
8. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements
 1. Seldom = Less than 25 percent
 2. Occasional = 25-50 percent
 3. Often = 51-75 percent
 4. Very Frequent = 76 percent and above

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 j. Ability to reach in all directions.

EDUCATION

Proof of High School Diploma (or GED) AND
Rigorous standard of quality on formal state assessment or local assessment OR
Achieving 48 units of study at an institution of higher learning; OR
Obtaining an associate's (or higher) degree
Special training in toileting procedures may also be required.

OTHER RELATED FUNCTIONS OF THIS POSITION:

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: _____ Date: _____

Authorized representative: _____ 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.

