

# CENTRAL SCHOOL DISTRICT

**Job Title:** Paraeducator II - Special Education

**Occupational Group:** Instructional

**Reports to:** Principal/Designee

**Pay Range:** 18

**Date of Board Approval:** 7/18/2021

**Work Year:** 10 months

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## **DEFINITION**

Under general supervision, perform a variety of Special Education instructional activities; assist children experiencing special learning needs; administer, score and record a variety of assessments; carry out routine clerical and supportive tasks; and perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent, and one of the following:
  1. Associate of Arts degree, or
  2. Completion of two years of study at an institution of higher education (48 semester units), or
  3. Completion of a formal local or state academic assessment test.
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

### **Experience:**

- Two years of paid or volunteer experience working with multi-age groups of children; preferably children experiencing special learning needs.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Basic concepts of child growth and development; instructional techniques pertaining to children experiencing special learning needs; student behavior management strategies; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; modern office practices, procedures and equipment; operation of a computer; record keeping.

#### **Ability to:**

Demonstrate an empathetic, patient and receptive attitude with students experiencing special learning needs; utilize instructional materials and procedures; understand and carry out oral and written directions; learn and carry out Special Education procedures and terminology ; assume responsibility for properly supervising students; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; meet schedules and timelines; perform routine clerical tasks; operate a variety of office related machines and equipment; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice.

**ESSENTIAL & REPRESENTATIVE DUTIES** – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Assist instructional personnel with the preparation and presentation of learning materials for children experiencing special learning needs. **E**
2. Support and assist individual students and small groups. **E**
3. Administer, score and record a variety of assessments to determine student proficiency levels. **E**

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4. Maintain a variety of records and files, which may include confidential and sensitive information. **E**
5. Assist students in the development of appropriate social behaviors. **E**
6. Monitor and assist students in drill, practice and study activities. **E**
7. Assist in the management of student behavior through the use of positive reinforcement strategies and techniques. **E**
8. Work cooperatively with school site and district staff. **E**
9. Supervise and monitor students both inside and outside of classroom. **E**
10. Administer routine first aid.
11. Assist students in the operation of a variety of instructional assisted technology.
12. May participate in meetings/parent conferences or Individualized Education Program meetings, as requested.
13. Assist in maintaining an orderly, attractive and positive learning environment.

### **WORKING CONDITIONS**

Classroom environment, both indoor and outdoor; possible exposure to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

### **PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40 lbs.; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

### **PROFESSIONAL EXPECTATIONS:**

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.