

# PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

## POSITION DESCRIPTION

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**TITLE:** Paraprofessional - Special Education

**DEPARTMENT:** Special Education

**FLSA:** Non-Exempt

**REVISED:**

**REPORTS TO:** Special Education Coordinator

**CLASSIFICATION:** Classified

**SALARY GRADE:** 11

**BOARD APPROVED:**

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### **BASIC FUNCTION:**

To assist the special education classroom teacher in all areas as assigned and to assist in maintaining a classroom conducive to learning to ensure programmatic needs are met.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

### **ESSENTIAL DUTIES:**

Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects social skills, daily living skills) for the purpose of reinforcing instruction objectives; implementing IEP's and providing intervention support; and ensuring students' success in school.

Maintain confidentiality about students and student related issues.

Assist in developing class materials, plans, and identifying students' needs under the direction of assigned teacher.

Assists students in physical education and motor skill activities.

Administers immediate first aid and medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs.

Assists medically fragile or physically disabled student in performing activities of daily living (e.g. toileting, mobility assistance, use of adaptive equipment) for the purpose of maximizing student's personal independence and success in the school environment.

Communicates with assigned teacher for the purpose of assisting in gathering data and student progress and/or implementing IEP's.

Implements under the supervision of assigned teacher, behavior plans designed by IEP team for students with behavior disorders and other special conditions for the purpose of presenting and/or reinforcing learning concepts.

Assists in helping students regarding academics, coping with disabilities, encouraging independence, etc.

Assists in maintaining a clean and orderly classroom and maintains instructional materials for the purpose of ensuring availability of items as required.

Assists with appropriate discipline when necessary as directed by assigned teacher.

Assists students to and from buses, lifting students, and/or pushing wheelchairs when necessary.

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Assists with supervising students during lunch time, on the playground, and on field trips.

May require training in Specialized Health Care.

Assists students in learning proper grooming habits and personal hygiene.

Assists individual students in specific problem areas as necessary.

Performs whatever duties are necessary to assure the health and safety of the students.

Performs related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

May perform other job related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

High School diploma or equivalent

Must possess 48 semester units from an accredited college or university; or 2) Associate's degree or higher; or 3) Passage of a Yuba County Office of Education approved comprehensive Local Assessment Test; or 4) Passage of another district approved NCLB Local Assessment Test.

Possess a valid California driver's license.

#### **EXPERIENCE AND TRAINING:**

Possession or ability to obtain a valid CPR certificate.

Possession or ability to obtain a valid Standard First Aid certificate.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Proper child care techniques.

Techniques and methods of child supervision.

Cultural and physical differences and needs of children in assigned program.

English usage, spelling, grammar and punctuation.

##### **ABILITY TO:**

Learn growth and development principles of children.

Patiently and effectively work with students of differing backgrounds.

Learn basic first aid and safety requirements.

Physically perform job tasks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow directions and function within program policies and procedures.

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**WORKING CONDITIONS:**

**ENVIRONMENT:**

School setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.