

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: PARAEDUCATOR

REPORTS TO: Principal or designee
SUPERVISORS: No supervisory responsibilities

DEFINITION: Support classroom teachers in the overall education of high-risk students or students with special needs. Assist with student behavior management and instruction modification. Tutor students in elementary, junior high, and high school subjects. Plan, prepare, and implement targeted academic interventions for identified students.

QUALIFICATIONS:

Required:

1. AA degree or equivalent (48 semester units of higher education coursework in academic subjects).
2. Passing scores on CBEST or CSET or Bachelor's degree.
3. One year experience working with students in an organized setting.
4. First Aid and CPR Certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

Highly Desired:

1. Experience with at-risk or behaviorally challenging youth.

KNOWLEDGE AND ABILITY:

1. Knowledge of fundamental concepts of adolescent growth and development and adolescent behavior characteristics.
2. Knowledge of techniques used in behavior modification and motivation programs.
3. Knowledge of California K-12 Curriculum standards, and California High School Exit Examination (CAHSEE) essential standards.
4. Knowledge of student assessment and assessment procedures.
5. Knowledge of methods of collecting and organizing data.
6. Knowledge of record-keeping and reporting procedures.
7. Knowledge of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
8. Knowledge of basic computer applications and operations.
9. Knowledge of health and safety regulations pertaining to California public schools.
10. Ability to establish and maintain collaborative and effective working relationships with all members of the organization.
11. Ability to remain calm and assertive while dealing with students with challenging behaviors.
12. Ability to demonstrate an understanding, patient, and receptive attitude toward students with special education or behavioral needs.
13. Ability to monitor, observe, and report student behavior and progress according to approved policies and procedures.
14. Ability to perform clerical duties including operating a computer, filing, maintaining logs, and duplicating and faxing documents.

15. Ability to learn and utilize software applications.
16. Ability to communicate effectively using standard English both verbally and in writing.
17. Ability to understand and follow oral and written instructions.
18. Ability to maintain regular and reliable attendance.
19. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
20. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
21. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
22. Ability to deal with problems or issues involving several variables in non-standardized situations.

ESSENTIAL FUNCTIONS:

1. Assist classroom teacher in reinforcing instruction to individuals or small groups in a whole-class or lab setting.
2. Assist teacher with lesson-planning and differentiating instruction according to student needs. In collaboration with the classroom teacher, adapt and modify lessons to meet the individual needs and learning styles of students.
3. Assist students in the completion of classroom assignments, homework and projects in core subject areas. Monitor and assist students with computer-based instructional programs.
4. Collaborate with classroom teacher and intervention specialist to plan and prepare targeted academic interventions, including remediation in reading, writing and math, for individual students who are performing significantly below grade level.
5. Provide direct instruction to targeted students who are performing below grade level. Present, explain, guide, clarify, demonstrate, and model lesson plan concepts to individual students or small groups. Monitor and assess student progress. Provide feedback to teachers and students on student progress.
6. Assist in the management of the classroom. Maintain student work folders and files. Monitor inventory levels of classroom supplies. Assist in ordering, receiving, and maintaining appropriate inventory levels of supplies. Maintain security of classroom and office supplies and equipment.
7. Administer academic assessments. Administer Northwest Evaluation Associates (NWEA) and California English Language Development (CELDT) tests. Proctor CAHSEE and Standardized Testing and Reporting (STAR) tests in groups or one-on-one with students. Grade student work and classroom tests using teacher answer keys and rubrics.
8. Assist in implementing established procedures of behavior management and instruction modification for students with challenging behaviors, which may include displays of anger or withdrawal or other manifestations of behavior stemming from mental health issues, substance use or addiction, or truancy. Ensure student understanding of classroom rules and procedures. Record data and chart progress regarding student performance and behavior.
9. Supervise students getting on and off the bus, at break, during lunch, at PE, on field trips, and at other times. Escort students while in movement on campus.
10. Assist students in developing social, vocational and job-searching skills.
11. Ensure the health and safety of students by following health and safety practices and procedures. Assist teacher in establishing and maintaining a safe, orderly, sanitary learning environment.

12. Provide routine first aid to ill or injured students according to established procedures. Administer medications according to prescribed instructions. Respond to medical emergencies and prepare related paperwork.
13. Answer telephone calls and messages and provide general school and student information to parents and others. Operate office and classroom equipment including a copier, fax machine, computer, and assigned software.
14. Assist with student enrollment. Prepare mandated reports and documentation of student enrollment and attendance.
15. Attend and participate in meetings, workshops, and trainings, including Crisis Intervention Training (provided by SLOCOE).
16. Handle confidential information and materials with complete security.
17. Perform other duties as assigned within the scope and skill level of the job classification.

ENVIRONMENT:

Secondary classroom and campus, or on field trips.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate standard office and classroom equipment.
2. Sitting or standing for extended periods of time.
3. Bending at the waist, kneeling or crouching to assist students.
4. Seeing to read a variety of materials and monitor student activities.
5. Hearing and speaking to exchange information.
6. Physical agility to lift 20 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling moderately heavy objects.
8. Walking and running on uneven or rugged terrain.

HAZARDS:

1. Contact with dissatisfied or abusive individuals.
2. Potential for exposure to fumes from pepper spray.
3. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
4. Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

Grade Allocation: 21
Adopted: 3/23/11
Revised: 7/23/14