



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Paraeducator – Special Education

Established date: 11/7/2007

Revision date: 4/12/2017

GENERAL PURPOSE

Under immediate supervision, assists in conducting positive learning experiences for special education students in assigned areas of study; performs a variety of clerical and supportive tasks for certified instructional personnel; learns and applies individual and general classroom and instructional procedures; oversees students with special learning and/or physical needs and performs related work as assigned. This position is directly responsible to the Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists instructional personnel with the development of learning materials and reinforcement of instructional exercises according to the student's Individual Education Plan (IEP).
2. Tutors students individually or in small groups to follow-up and reinforce learning activities in accordance with the IEP.
3. Oversees and supervises students during classroom activities, snack and/or lunch periods, in library and on field trips, and/or during play or physical exercise.
4. Performs a variety of clerical duties, which may include filing, typing, duplication of materials, correcting student work and/or recording of student grades.
5. Assists with special instructional programs such as Project Read; motor skills development; computer programs, etc.
6. Assists in preparing displays, bulletin boards and maintaining room environment.
7. Operates a variety of instructional media, computers, office machines and equipment.
8. Assists instructional personnel with classroom management.
9. Monitors classroom during student testing and scores tests as directed.
10. Maintains records of materials and equipment as directed.
11. Confers with instructional personnel and provides input regarding student progress.
12. May perform specialized health care services such as catheterization, gastric tube feeding, suctioning or other services which require medically related training.
13. Performs related duties as assigned.
14. Participates in district inservices, workshops and/or seminars as directed.

SPECIAL DAY CLASS DUTIES

Assists in training for personal hygiene, which may include toileting and diapering, taking care of personal needs and developing basic self-sufficiencies.

ADAPTIVE PHYSICAL EDUCATION DUTIES

1. Assist with special instructional programs such as motor skills development, physical exercise, games, etc.
2. Assists in the development of a variety of materials for physical development and/or motor skills.

MINIMUM QUALIFICATIONS

Knowledge of:

1. General concepts of child growth and development and child behavior characteristics including behavior management strategies.

2. Techniques used in controlling and motivating students.
3. English usage, punctuation, spelling, grammar and math.
4. Routine record keeping.
5. General purposes and goals of public education.
6. Specific subject area content as instructional staff and other adults.
7. Basic First Aid.

Ability to:

1. Assume responsibility for the supervision of students.
2. Learn and utilize basic methods and procedures to be followed in the special education instructional setting.
3. Perform routine clerical work and basic arithmetical calculations.
4. Demonstrate an understanding, patient, warm and receptive attitude toward children especially those with special needs.
5. Remain calm under stressful conditions.
6. Understand and carry out oral and written instructions.
7. Maintain cooperative working relationships with students, staff, parents and the general public.
8. Demonstrate proficiency in English both orally and in writing.
9. Provide an emotional and friendly attitude.

Education, Training, and Experience:

Any combination of training and experience that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be: equivalent to completion of high school graduation; good general background and work history; previous work with students with special needs is desirable; or any combination of training and experience that could likely provide the desired knowledge and abilities. Minimal word processing and computer proficiency is desirable.

Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services.

Licenses; Certificates; Special Requirements:

- Completion of fingerprinting is required prior to the first day of work.
- Pass the District's adopted Proficiency Examination with a satisfactory score of seventy percent (70%) or higher. (Education Code 45344.5)
- Incumbents are designated as Child Care Custodians. (Penal Code 11165.5)

PHYSICAL AND MENTAL DEMANDS

Physical Demands:

This position classification performs light work that involves sitting a portion of the time, may require lifting up to fifty (50) pounds, pushing and/or pulling of objects, and walking and standing for extended periods.

Positions in this class require mobility to stand, stoop, reach and bend and dexterity of hands to grasp and manipulate small objects.

Mental Demands:

This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects and providing oral information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

WORK ENVIRONMENT

The noise level in this work environment is usually moderate to loud at an acceptable level.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing