

Solano County
Office of Education

JOB TITLE: Paraeducator, Special Education (Range 14)
Range 15 (AA Degree), Range 16 (BA Degree)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist a certificated instructor in all areas as assigned and to assist in maintaining a classroom conducive to learning.

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or G.E.D. equivalent.
- An Associate degree or 48 units from an institution of higher education. Otherwise, a passing grade on all sections of the assessment test given by SCOE and a minimum of two (2) college units or CEUs in related field.
- Ability to understand and follow both oral and written instructions.
- Ability to work with students in specialized and regular settings, using patience and understanding.
- Ability to handle confidential materials with discretion.
- Ability to establish and maintain effective work relationships with students, teachers, parents, and the general public.
- Ability to learn and apply basic methods and procedures to be followed in behavioral or medical needs.
- Experience toileting and feeding special education students preferred.
- Minimum six (6) months experience working with children.
- Must have CPR and first aid certification, or ability to obtain.
- Possession of a valid California driver's license preferred.

ESSENTIAL DUTIES

- Assists certificated teacher in operating a classroom and instructing individual or small groups of students.

- Assists certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records.
- Assists individual students in specific problem areas as necessary.
- Assists in performing SPHCS.
- Assists in implementing behavior plans/interventions.
- Helps maintain order in the classroom and assists instructor with appropriate discipline when necessary.
- Performs class-related clerical work.
- Assists students in use of computers.
- Assists students in learning proper grooming habits and personal hygiene.
- Assists in maintaining a clean and orderly classroom.
- Receives and records money for lunch or classroom activities.
- May be required to drive, based on needs of program to which assigned.
- Assists students in utilizing public transportation.
- Orders, repairs, inventories, and secures materials and equipment.
- Assists in feedings students, serving and preparing lunches, and post-meal cleanup.
- Assists students with toilet functions; taking them to the bathroom, changing diapers, assisting students with cleanup, and changing clothes when necessary.
- Performs whatever duties are necessary to assure the health and safety of the students.
- Collects, reviews, grades, records, and files students' work.
- Assists students to and from buses, lifting students, and/or pushing wheelchairs when necessary.
- Assists students in physical education and motor skill activities such as balancing, throwing and catching, swimming, sensory perception, etc.
- Provides assistance to students in the use of total communication, which may include Braille, sign language, or other non-verbal forms of communication.

- Works independently with a group of students.
- Supervises students on community-based or regular education-based programs.
- Assists in helping students regarding academics, coping with disabilities, encouraging independence, etc.
- Assists students and staff with the utilization of specialized equipment as appropriate.
- Prepares instructional materials by cutting, pasting, designing, typing, duplicating materials, setting-up materials and equipment, ordering supplies, etc.
- Supervises students in learning basic vocational skills such as cleaning, grounds keeping, landscaping, food preparation, facility preparation, etc.
- Assists students in learning related skills necessary for successful performance of aforementioned vocational areas such as consumer math, hygiene, safety procedures, communication skills, independence, equipment use, and interpersonal skills.

MARGINAL DUTIES

- May attend meetings such as IEP, SARB, parent-teacher, etc.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)

Walking (20%)

Sitting (20%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Pushing and/or
Pulling loads (3)

Climbing Stairs (2)

Lifting (3)

Reaching
Overhead (2)

Climbing Ladders (1)

Bending (4)

Kneeling or
Squatting (3)