

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>PARAPROFESSIONAL–SPECIAL EDUCATION</b>
Job Family:	Instructional Support
Reports to:	Principal and/or Director of Special Education
Salary Level:	Range 29
Calendar:	Classified School Year

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**SUMMARY:**

Under the direction of the Principal, Director of Special Education, or Coordinator for Special Education, assist the assigned certificated teacher in reinforcing instruction to individual or small groups of students with moderate to severe special education learning needs in a special education or general education classroom environments; support collection of student data and in the preparation and implementation of behavioral and instructional materials; ensure successful achievement of accommodations, modifications, and measures to “remove barriers to learning” through the Individual Education Plans (IEPs) and 504 Plan; perform a variety of routine clerical duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student practices and assignments in various subjects; assist assigned teacher with the implementation of IEPs and 504 plans; assist students with meeting individual education goals and objectives as assigned by the position; report progress regarding student performance and behavior.
- Support students in comprehending and completing classroom assignments, homework and projects in various subject areas including reading, math, spelling and languages; ensure student understanding of classroom rules and procedures; explain words and concepts as necessary; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, filing and distributing instructional materials; assist the teacher with maintaining records and student files related to attendance, grades, progress, behavior and assigned activities.
- Observe and control behavior of students in the classroom per approved procedures; monitor and interact with students during outdoor, field trips and other recreational activities as directed; assist with yard duty as assigned.
- Accompany students inside and outside the classroom; escort students to and from designated locations as assigned.
- Assist students with performing and developing proper social behavior, personal hygiene and self-care skills; assist students with eating activities; toilet students and change diapers and soiled clothing as assigned by the position.
- Administer various tests as directed.
- Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; instruct and tutor students with math, spelling and writing exercises and assignments.
- Push students in wheelchairs; assist students with adaptive devices as needed.
- Ensure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; maintain proper hygiene and health of students.

- Assist in the collection of data for student behavior and academic progress; inputs data into an assigned software program; assist in shaping student's behavior through positive reinforcement and other strategies.
- Provide classroom support by setting up work areas and displays and distributing and collecting papers, supplies and materials.
- Operate a variety of office and classroom equipment including a copier, laminator, computer and assigned software.
- Administer basic first aid and CPR as assigned; refer or escort children to the health office as needed.
- Communicate with other administrators, personnel and outside organizations to resolve issues, conflicts and exchange information while maintaining confidentiality.
- Attend and participate in meetings, conferences and training sessions as assigned.

**Other Duties:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: graduation from high school supplemented by two years of college level course work and two years of related experience working with children in an organized or educational learning environment. Some experience working with special needs individuals is desirable.
- Completion of at least two years of study at an institution of higher education, or
- Attainment of an associate's or higher degree (college level), or
- Achievement of a rigorous standard of quality demonstrated through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics.
- Specialized training appropriate for area of assignment, such as behavior modification and restraint/crisis intervention technique and strategies.

**Licenses and other Requirements**

- Valid California Driver's License with proof of insurance.
- Valid First Aid and CPR certification issued by an authorized agency within six (6) months of employment.
- NOTE: There is Incentive Pay for performing specialized health care procedures defined to include catheterization, gavage feeding, suctioning, or other services requiring medically related training as described in California Education Code 49423.5.

**Knowledge of:**

- K-12 Curriculum Standards and basic instructional methods and techniques.
- Crisis Intervention Techniques such as Crisis Prevention Training, Handle with Care or Part Training.
- Reinforcement strategies and proper delivery of strategies.
- Observational behaviors, visual supports, data collection, classroom organization and management.
- Child guidance principles and practices related to children with special education needs.
- Correct English usage, grammar, spelling, punctuation and vocabulary and strong English verbal, written communication and math skills.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- General remediation strategies involved in the enhancement of student speech, language and articulation skills.
- Techniques used in behavior modification and motivation programs.
- General concepts of child growth and development and child behavior characteristics.
- Applicable Education laws, codes, regulations, policies and procedures.
- District organization, operations, regulations, policies and objectives related to position.

- Developmental levels in instruction and problems and concerns of students with special education needs.
- Student testing procedures.
- Individual Education Plans (IEP) and 504 Plan goals and objectives.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Operation of standard office and classroom equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction and perform specialized instructional procedures to individual or small groups of special education students as directed by the teacher.
- Assist and physically participate in outside activities with students engaged in exercises, vocational training, mainstreaming, recreational activities, field trips, drills and assignments designed to enhance speech, language and articulation.
- Communicate effectively in English both orally and in writing.
- Assist in the preparation of instructional materials and implementation of IEPs and 504 Plans.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Assist students with self-help, personal hygiene and social skills as assigned.
- Interact with, establish and maintain cooperative and effective working relationships with every level of school staff, members of the community and with parents and guardians of students.
- Demonstrate an understanding, patient and receptive attitude toward special education students and a genuine interest in working with students with disabilities.
- Assist students with computers, applications, software, programs.
- Read books to students and assist with reading and writing activities as assigned and assist with mathematical calculations and concepts at various levels.
- Monitor, observe and report student behavior and progress.
- Maintain confidentiality with student information and data.
- Operate standard office and classroom equipment including a computer.
- Observe health and safety regulations.
- Administer first aid and CPR as needed.

**DESIRED QUALIFICATIONS:**

- Coursework in Education, Psychology, Child Development, Classroom Behavior Management and/or Early Childhood Education.
- Additional coursework related to specific assignment.
- Experience working with children with special education needs.
- Bilingual skills in English and Spanish.

**WORKING CONDITIONS:**

**Work Environment:**

- Classroom and outdoor environment.
- Constant Interruptions.

**Physical Demands:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Pushing children in wheelchairs as assigned by the position.
- Lifting, carrying and moving children as assigned by the position.

Hazards:

- Potential contact with dissatisfied or abusive individuals.
- Potential contact with blood or bodily fluids.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018