



Date Adopted:	6/25/09
Range:	12
Classified:	CSEA

Job Description

INSTRUCTIONAL PARAEDUCATOR – ORTHOPEDICALLY IMPAIRED

BASIC FUNCTION

Under the direction of an assigned supervisor, assists certificated teacher(s) in providing instruction to students placed in special education programs due to physical and/or health-related conditions or traumatic brain injury, including specialized physical health care needs; monitor and report student progress in areas of behavior and performance; perform clerical and instructional support duties.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Assist certificated teacher(s) in providing student instructional activities, in individual student and group settings.
- Perform services such as specialized feeding, suctioning and assisting with catheterizing.
- Provide assistance with special and daily activities which include, but are not limited to, toileting, grooming and dressing.
- Assist in the physical transfer of students.
- Reinforce core curriculum instruction and confer with teacher(s) concerning programs and materials to meet the individual needs of students.
- Prepare instructional materials as directed by teacher(s) and create or modify materials to assist the instructional program.
- Learn and apply positive behavior techniques; receive training as necessary to meet specialized needs.
- Monitor, observe and direct behavior of students.
- Operate personal computers to assist students with learning exercises; demonstrate proper operation of equipment.
- Supervise students on the playground/athletic courts and in the cafeteria.
- Supervise while the teacher is out of the classroom for a limited time.
- Coordinate the collection and distribution of materials, information and announcements.
- Assist staff and parents with facilitating and maintaining communications links.
- Assist the teacher in administering and proctoring tests according to established guidelines.
- Perform routine clerical duties in support of classroom activities.
- Confer with teachers concerning programs and materials to meet student needs.
- Participate in meetings, conferences and in-service training programs as assigned.
- Some positions within this classification will require accompanying teachers and students on field trips, community based training, travel and vocational trainings.

- Some positions within this classification will require the monitoring of students in a general education classroom.
- Some positions within this classification may require the ability to speak, read and write a second language, as well as English.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Child guidance principles and practices, especially as related to special needs students.
2. Correct oral and written usage of English language.
3. Basic subjects taught in the District schools, including math, reading, English, language arts and writing.
4. Basic record-keeping techniques.
5. Techniques for measuring student progress.
6. Interpersonal skills using tact, patience and courtesy
7. Modern office equipment, including computer terminals, computers and application software.

Ability to:

1. Establish and maintain cooperative and effective working relationships.
2. Assist students in a variety of subject areas and activities.
3. Work with students who manifest moderate to severe disabilities and/or health-related concerns.
4. Assist with the development of students' social skills based on individual needs.
5. Learn instructional techniques, positive behavior procedures and techniques.
6. Perform specialized physical health care needs and techniques.
7. Analyze and resolve non-disciplinary problems.
8. Speak, read and write English, and may also require the ability to translate a designated second language.
9. Demonstrate a patient, understanding and receptive attitude toward students with special needs, including those with disruptive emotional behaviors.
10. Perform routine clerical duties such as filing and duplicating instructional materials.
11. Operate computer, duplicating and standard office equipment as required.
12. Work with discretion and in confidence with student information.
13. Interpret and explain policies and procedures.
14. Plan and organize work, schedule time, and meet schedules and timelines.
15. Understand and carry out oral and written directions.
16. Understand and communicate both orally and in writing in a clear and concise manner.

EXPERIENCE

Prior job related experience; paid or volunteer, with students in an organized setting. Experience with special needs students is preferred.

EDUCATION

High School Diploma or equivalent and must meet NCLB requirements (48 college units from an accredited college or university; or successful completion of the District Instructional Paraeducator Proficiency Exam).

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Possession of, or ability to obtain within 90 days, CPR and First Aid Certifications. Must pass Employee Entrance Evaluation (lift test).

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This will include indoor office/classroom settings, outdoor play, recreation areas, and field trip locations.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium to heavy work.
- Physical agility to lift up to 50 pounds and carry up to 25 pounds.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Observe, listen and speak to students.
- Possess dexterity of hands and fingers to operate equipment and perform the necessary functions of the position.
- Bend at the waist, kneel and crouch to work with students and children.
- Sit or stand for extended periods of time.
- Walk in classroom and outdoor environments.
- Stand and walk.
- Reach horizontally and above shoulders to perform job functions.
- Climb a step stool or ladder and reach above shoulders.

Hazards:

Contact with sick children, and dissatisfied or abusive individuals; possible contact with blood borne pathogens and /or bodily fluids.