

## JOB DESCRIPTION

San Leandro Unified School District

### Para Educator - Moderate to Severe

#### Purpose Statement

The job of Para Educator - Moderate to Severe is done for the purpose/s of directly assisting special education students including, but not limited to emotionally disturbed, severely disabled, autistic, behavioral bilingual and full inclusion under general supervision from certificated personnel; providing support and general supervision of students in various instructional settings including general education, pre-K 12, and adult; and assisting with the instructional and physical needs of students.

This job reports to Principal

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#### Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers medical assistance as instructed by a health care professional (e.g. all aspects of toileting, cleaning of students, diapering, gastronomy, tube/button feeding, urinal/colostomy and ileostomy bags, catheterization, medication, wound dressing, tracheotomy suctioning and care, nasal and oral suctioning, etc.) for the purpose of meeting immediate physical needs.
- Assists medically fragile or physically disabled students with self-feeding, hygiene, grooming and dressing skills for the purpose of maintaining students' personal hygiene.
- Assumes responsibility for the classroom under the supervision of authorized certificated personnel for the purpose of assisting in maintaining established classroom management routines and policies.
- Attends meetings and trainings as appropriate (e.g. first aid, CPR, CPI, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, parents and other members of the instructional team (e.g. teachers, counselors, therapists, nurse, IEP meeting participants, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Encourages and assists students in the development and maintenance of appropriate social behaviors through the use of positive reinforcement techniques, implementation of behavior plans and behavior support techniques for the purpose of maintaining a safe and positive learning environment.
- Implements, under the supervision of assigned teacher, behavioral plans for students persistently demonstrating such behaviors as hitting, biting, scratching and running with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning/behavioral concepts.
- Models conversation, manners, clean up activities, listening, job skills, and everyday interactions for the purpose of demonstrating appropriate academic and social behaviors in a culturally sensitive manner.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Performs a variety of clerical activities related to daily classroom routines, student assessment and grading, IEP meetings and special education programs (e.g. copying, filing, recordkeeping tasks,

laminating, operating office machinery, etc.) for the purpose of supporting assigned staff and maintaining accurate recordkeeping and confidentiality of student records in accordance with legal requirements and policies.

- Places, adjusts and/or moves student in adaptive equipment (e.g. wheelchairs, splints, braces, body jackets, sideliners, adapted physical education equipment, toilets, walkers, mobile standers, locomotive devices, etc.) for the purpose of assisting with student positioning as needed, for ambulatory and non-ambulatory students.
- Provides instruction to students in a variety of individual and group activities under the supervision of assigned teacher (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of implementing instructional plan developed for each student or group.
- Transports and/or escorts students as needed to various assigned activities (e.g. on and off buses, field trips, libraries, museums, parks, shopping, markets, etc.) for the purpose of providing needed transportation and/or developing maximum independence and self-esteem.
- Reports observations and incidents relating to specific students (e.g. accidents, student conflicts, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, student conflicts, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

CPR/First Aid Certificate

NCLB Certificate

Continuing Educ./Training

CPR Certificate Renewal

First Aid Certificate Renewal

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status

Non Exempt

Board Approval Date

November 10, 2015

Salary Range

35

