FRESNO UNIFIED SCHOOL DISTRICT Position Description

TITLE: Paraeducator REPORTS TO: Assigned Supervisor

Deaf/Hard of Hearing (DHH) - Sign

DEPARTMENT: Special Education **CLASSIFICATION**: Classified

FLSA: Non-Exempt WORK YEAR: Varies

BOARD APPROVAL: December 6, 2023 SALARY: G-35/CSEA 125 Salary Schedule

(Former Classification: Paraprofessional, Deaf/Hard of Hearing – SIGN)

BASIC FUNCTION:

Under direct supervision of an assigned supervisor, assist in providing high quality instruction to individual or groups of Deaf and Hard of Hearing (DHH) students in a classroom; monitor and report student progress regarding behavior and performance in a timely manner to assist students to achieve their personal best; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Tutor individuals or groups of students with special education services; reinforce instruction as directed by the teacher to help educate students at a high level; monitor and collect data on lessons and progress, practices, and related activities. *E*

Observe strict confidentiality regarding student information. E

Participate in ongoing staff development trainings/meetings, attends weekly staff meetings and other trainings/meetings as assigned. **E**

Assist with meeting the IEP goals of students; observe and monitor behavior of students according to approved procedures; report progress regarding student performance and behavior to implement practices proven to raise student achievement. **E**

Support student understanding of concepts/content within a variety of media sources such as announcements and captioned information to provide students access to high quality learning options and activities. *E*

Support attempts at developing independent communication strategies to demonstrate the desire to educate each student at a high level. *E*

Structure linguistic information in a way that is auditorily and/or visually accessible to Deaf and Hard of Hearing students, under the direction of the teacher, to implement practices proven to raise student achievement. \boldsymbol{E}

Communicate proficiently using a signing system such as American Sign Language (ASL), Pidgeon Signed English (PSE), Manually Coded English (MCE) and facial expressions appropriate to student's level of understanding. *E*

Provide a social/cultural link for students and staff to build supportive relationships within the school setting to demonstrate the character and competencies for student success. *E*

Check proper functioning of hearing aids and auditory equipment to meet the needs of students, parents and staff. **E**

Assist and tutor students in academic and non-academic subjects, note taking, listening skills and speech to help educate students at a high level. *E*

Assist students in general education environments and communicate students' progress to the teacher. **E**

Assist with daily activities and supervise students on the playground, in the cafeteria and during bus loading and unloading; direct learning activities in the classroom under the direction of the teacher and assist in maintaining discipline and monitoring the classroom. **E**

Assist in keeping facilities neat, clean, and safe to create a high-quality environment for students. **E**

Modify and prepare instructional materials for the Deaf and Hard of Hearing, as directed by the teacher; prepare materials timely for learning activities in the Special Day Class-Deaf and Hard of Hearing (SDC-DHH) environment. *E*

Accompany and assist in supervising children on field trips during regular working hours. E

Assist the teacher in general clerical work, accurate record keeping, inventory, storage, and handling of instructional materials. *E*

Assist Deaf and Hard of Hearing students with personal hygiene; wash hands and faces; toilet students and change diapers and clothing as needed. **E**

Perform other related duties as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and 48 college units or

Every Student Succeeds Act (ESSA)_compliant; two years of experience working with Deaf and Hard of Hearing children in an organized setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

CPI Training is required within the first six months of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sign language skills.

Educational implications of hearing loss.

Basic subjects taught in District schools include arithmetic, grammar, spelling, language, and reading.

Correct oral and written usage of English, grammar, spelling, punctuation, and vocabulary. Child guidance principles and practices.

Auditory equipment and functions including, but not limited to, hearing aids, cochlear implants, and FM systems.

Language development.

Safe practices in classroom and playground activities.

Interpersonal skills using tact, patience, and courtesy.

Basic record-keeping techniques.

Classroom procedures and conduct.

Basic computer skills.

ABILITY TO:

Assist Deaf and Hard of Hearing students in a flexible and understanding manner.

Establish and maintain effective and cooperative relationships with a diverse range of people.

Communicate, understand, and follow both oral and written directions effectively.

Read and write clearly and distinctly.

Use clear speech and correct lip movements in speech production with expressive face and eyes.

Monitor the speech and language of Deaf and Hard of Hearing students.

Operate instructional, audiovisual, duplicating equipment and computers.

Learn the functions, procedures, and limitations of assigned duties.

Learn the requirements for physical care of Deaf and Hard of Hearing students.

Prioritize and schedule work to meet schedules and timelines.

Learn current computer systems/software programs to apply to work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Apply integrity and trust in all situations.

Actively participate in meeting District goals and outcomes.

Learn District organization, operations, policies, objectives, and goals.

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WORKING CONDITIONS:

ENVIRONMENT:

Indoor classroom environment and outdoor environment; exposure to anti-social behavior; exposure to bodily fluids and infectious diseases; contact with dissatisfied individuals.

May be subject to students who are physically and verbally aggressive and may come into contact with bodily fluids (i.e., phlegm, urine & feces).

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity of hands and fingers to sign and finger spell; continuous use of elbows, shoulders, neck, back, lips and/or jaw; sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist to assist students.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions