

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Paraprofessional (Moderate/Severe) | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Special Education | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | WORK YEAR: | Varies |
| BOARD APPROVAL: | March 24, 2010 | SALARY: | G-25/CSEA 125 Salary Schedule |

(Former Classification: Instructional Assistant-Severely Handicapped or Physically Handicapped)

BASIC FUNCTION:

Under the direction of an assigned supervisor or designee, assist in providing instruction to students in physically or severely handicapped programs and other special education programs as assigned; monitor and report student progress regarding behavior and performance in a reasonable, timely manner to assist students to achieve their personal best; assist students in developing various self-help, social and community skills; assist in meeting special needs which includes feeding, toileting, positioning and monitoring health conditions of students.

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.)

Provide instruction as directed by the teacher to individual or small groups of special needs students in a variety of areas including but not limited to cognitive, gross and fine motor skills, feeding skills, self help skills and behavior control; monitor and oversee student drills, practices and related activities. *E*

Confer with teachers concerning programs and materials to meet student needs utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program to assist in implementing practices proven to raise student achievement and to provide access to high quality learning options and a variety of activities. *E*

Provide instruction/assistance to physically or severely handicapped students in social, self-help and community skills; assist speech and physical therapists, adaptive physical education teachers and other specialists with physical development activities. *E*

Assist students with personal hygiene; wash hands and faces; toilet students and change diapers and clothing as needed; assist students in toilet training. *E*

Assist students on and off the bus; accompany medically fragile students on the bus as assigned; assist students with braces and other orthopedic equipment; push wheelchairs, lift, position and reposition students as needed. *E*

Observe and monitor behavior and interaction of students according to approved procedures and guidelines to assist students to achieve their personal best; report progress regarding student performance and behavior. *E*

Operate a variety of medical, orthopedic, exercise, therapeutic, instructional, audio-visual and office equipment *E*

Assist in preparation of lessons and instructional materials for individual students as directed by the teacher to help educate students at a high level. *E*

Maintain daily student records related to student progress and daily therapeutic and/or medical treatment, as assigned. *E*

Provide support to the teacher by setting up and taking down work areas, displays, instructional materials and exhibits; operate audio-visual educational training equipment; distribute and collect papers and supplies. *E*

Administer first aid and CPR according to established guidelines. *E*

Prepare students for mainstreamed classes according to established procedures. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment. *E*

Oversee student activities; lead and monitor playground activities and movement education as assigned. *E*

Attend meetings, special trainings and in-services related to the needs of severely handicapped or physically handicapped students and their instructional programs as assigned to assist the teacher in providing professional education. *E*

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, hold 48 college units or NCLB compliant equivalent; prefer one year of experience in working with special needs school-age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic child development as it relates to special education students.
- Special needs of children with severe and/or multiple medical problems.
- Strategies and techniques of assisting in the instruction of severely handicapped and/or medically fragile students.
- Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct usage of oral and written English, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Classroom procedures and conduct.

ABILITY TO:

- Assist teacher in responding to students' emergencies.
- Maintain records as directed by the teacher.
- Assist certificated staff with instruction and related activities of the assigned learning environment.
- Assist in developing self-help, social skills, toileting and feeding of special education students.
- Make mathematical calculations quickly and accurately.
- Communicate, understand and follow both oral and written directions effectively.
- Learn the procedure and functions of assigned duties.
- Communicate effectively with special needs children.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Lift, restrain and discipline students according to approved policies and procedures as trained.
- Operate instructional and office equipment.
- Learn basic computer skills, as trained, including programs that apply to current 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

WORKING CONDITIONS:

ENVIRONMENT:

Diversified special education classroom environments; potential exposure to and contact with bloodborne pathogens and bodily fluids; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to monitor students, hearing and speaking to communicate with students and instructors; lifting heavy equipment and students; dexterity to manipulate specialized apparatus and to operate audio-visual and educational training equipment; reaching overhead, above the shoulders and horizontally, bending at the waist; kneeling or crouching; standing and walking for extended periods of time.

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

E= Essential Functions