

# Ravenswood City School District

## Position Description

CLASS TITLE: Paraeducator I – Special Education (Mild/Moderate)

### **Job Purpose Statement:**

The District's Special Education program provides a continuum of services for children with disabilities at their neighborhood schools or school of choice. The special education paraeducator provides supplemental support services to students with mild - moderate specialized academic instructional needs and teachers in the classroom in the implementation of IEP Goals and Objectives/Benchmarks. Paraeducators assist with the instructional adaptations/modifications required to provide instruction to students within the least restrictive environment (LRE).

### **Essential Job Functions**

- Assists teachers with the development and implementation of instructional activities in accordance with student IEP Goals and Benchmarks (Objectives).
- Assists teachers with the specific students or groups of students by:
  - Providing follow up activities for students in academic areas.
  - Providing direction and guidance for students in specific skill development.
  - Assisting all students during independent activities as needed throughout the class period or day.
  - Preparing teaching materials for instructional tasks.
  - Preparing bulletin boards or other materials for specific activities.
  - Assisting with the organization of classroom materials (clean up as needed).
  - Grading and checking student assignments and recording data.
  - Completing data gathering forms required for progress notes.
  - Assisting the substitute teacher in the absence of the classroom teacher or special educator.
  - Operating audiovisual equipment.
- If bilingual, assists by:
  - Providing translation during parent conferences and IEP Meetings.
  - Supporting EL students to support in the instructional setting.
  - Monitoring students' behavior intervention plan in the process of collecting required data.
- Participates in designated professional development activities.
- Monitors and supervises students during lunch, recess, and other activities as assigned.
- Participates in IEP Meetings and provide input in this process.
- Assists in the general education setting as assigned.
- Performs other duties as assigned.

### **Knowledge, Abilities and/or Physical Requirements:**

- **KNOWLEDGE OF:** Child guidance principles and practices related to students with learning disabilities. Basic subjects taught in district schools. Oral and written communication skills. Interpersonal relations skills using tact, patience, and courtesy. Record-keeping techniques. Classroom procedures and appropriate student conduct. Confidentiality requirements.

- **ABILITY TO:**
  - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  - Meet District standards of professional conduct as outlined in Board Policy.
  
- **EDUCATION AND/OR EXPERIENCE:** High school diploma or the equivalent. Preferred: One or more years of experience working with children in an organized setting. Work, training or college coursework in child growth and development, special education, behavior development, speech communication, nursing, or a closely related field.
  
- **PHYSICAL ABILITIES:** Dexterity of hands and fingers to operate various equipment. Seeing to read a variety of materials. Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

**License, Certification, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

**Working Conditions:**

- **ENVIRONMENT:** Classroom environment and/or home/hospital instruction. Drive a vehicle to conduct work.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

**Reports to:**

- Site Administration

**Work Year:**

- 10 months

**Salary Placement:**

- CSEA Salary Schedule Range 22.

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.