

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: March 18, 2009  
Revisions Approved: May 17, 2017  
Salary Schedule: 20; Row: 13

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### **JOB TITLE: PARAEDUCATOR – SPECIAL EDUCATION – SPECIAL CIRCUMSTANCES**

**JOB PURPOSE STATEMENT:** Under the direction of an assigned certificated staff to provide support, monitoring, and supervision for an individual special education student with special circumstance, to provide support to other students in class and/or a teacher when individualized support is not required, and to do related work as may be required.

### **JOB FUNCTIONS:**

- Assists student(s) in all aspects of mobility and personal care, which may include consulting and collaborating with health care providers, instructional and support personnel in the school; meeting student's bus before and after school
- Assists teachers and parents for the purpose of implementing lesson plans and/or developing students' daily living and behavioral skills (may include health and/or personal care needs), adapts classroom work/homework under the direction of a teacher for the purpose of providing a method to support and/or reinforce classroom objectives
- Maintains classroom equipment, or specialized equipment purchased for the student and reports any malfunctions and/or defects to the student's special education case carrier, and student's files/records for the purpose of ensuring a safe and appropriate learning environment
- Assists student(s) in all aspects of behavioral support including working collaboratively with IEP team members, prompting, redirecting, helping to develop and implement behavior support plans, employing positive behavior intervention strategies, behavioral charting, and data collection
- Performs record keeping, basic clerical functions, basic arithmetic calculations, scheduling, copying, etc., for the purpose of supporting the teacher in maintaining student files and providing classroom materials; maintains confidentiality of students' records

JOB FUNCTIONS (continued):

- Confers/meets with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of student's progress and/or implementing of students' objectives
- Assists teacher in compliance with student's Individualized Education Plan (IEP), as assigned
- Knows the principles of child development and instructional processes
- Understands, addresses and interacts positively with students with special needs
- Knows general purposes and goals of public education
- Maintains cooperative and effective working relationships with students, staff, and parents
- Performs tasks with initiative and independent judgment
- Observes and reports to teacher unusual or atypical behavior or other problems
- Projects a mature, constructive, stable and healthy attitude in the learning environment
- Uses English clearly and distinctly in both written and verbal form, correct grammar, punctuation and spelling
- Understands and carries out oral and written instructions
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds floor lift & 50 pounds arm lift), carry (10 pounds), push/pull (10 pounds), climb, and walk
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner

JOB QUALIFICATIONS:

Skills, Knowledge, Abilities and Responsibilities:

- Skills are required to perform single non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Ability is required to schedule activities; gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others and analyze methods of operation. Ability is also required to work with a diversity of individuals. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions.
- Responsibilities include working under standardized instructions and/or routines; providing information and/or advising other persons. Utilization of some resources from other work units may be required to perform the job's functions.

Education:

- High School Diploma or General Education Diploma
- Have one of the following:
  - An associates or higher college degree; or
  - The equivalent of 60 semester or 90 quarter units of college credit; or
  - Pass the Perris Union High School District proficiency examination
- Completion of District mandated training within one year of date of employment
- Course work in child growth and development, special education, or closely related field desirable

Experience:

- Experience working with students requiring a specialized learning environment is desirable

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance