

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: March 18, 2009

Salary Schedule: 20; Row: 11

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE:    **PARAEDUCATOR – SPECIAL EDUCATION - RSP/SDC****

**JOB PURPOSE STATEMENT:** Under the direction of an assigned certificated staff to assist in the supervision and instruction of special education students; relieving teachers of clerical tasks, and assisting students by providing and developing students' adaptive and behavioral skills.

**JOB FUNCTIONS:**

- Adapts classroom work under the direction of the teacher (individualizing care as much as possible) for the purpose of providing a method to support and /or reinforce lesson plans
- Administers evaluations (works together to develop IEP tasks, biannual charting for the purpose of assisting the teacher in evaluating students' progress and/or recognizing the individual needs of the student
- Assists other personnel as may be required (assists by using teamwork approach) for the purpose of supporting them in the completion of their work activities
- Assists teachers and parents (with observations, behavior modification) for the purpose of implementing lesson plans and/or developing students' adaptive and behavioral skills
- Confers with teachers, parents and/or appropriate personnel (especially parents when appropriate) for the purpose of assisting in evaluation of students' progress and/or implementing student's objectives
- Implements behavioral plans (IEP's, neatness, personal health care) for the purpose of meeting students' social and daily living skills as needed
- Implements instructional programs and lesson plans under the supervision of the teacher for the purpose of assisting the teacher and student academically
- Maintains students' files/records as pertains to special education files/records for the purpose of documenting activities and /or providing reliable information
- Monitors individual students (both in special education and general education) for the purpose of providing a safe and positive learning environment

**JOB TITLE: PARAEDUCATOR – SPECIAL EDUCATION – RSP/SDC**

Page 2

**JOB FUNCTIONS – continued**

- Participates in various trainings/in-service/meetings (CPR training, Pro Act, etc) for the purpose of sharing information and/or improving skills /knowledge
- Performs record keeping and basic clerical functions, scheduling, copying, etc, for the purpose of supporting the teacher and providing classroom materials
- Responds to emergency situations for the purpose of resolving immediate safety concerns
- Supervises/assists and works with regular education as well as special education students
- Assists all students in the Learning Center
- Works individually with student on a one-on-one (1:1) basis or with small groups of students
- Establish and maintain effective working relationships with others
- Performs other related duties as assigned or needed

**PHYSICAL ABILITIES:**

- Visual ability to read handwritten or 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.

Skills, Knowledge, Abilities and Responsibilities - continued

- Knowledge is required to perform basic math including calculations of fractions, percents, ratios, up through Algebra; read and interpret instructions and textbooks; and understand multiple step instructions.
- 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

Membership in CSEA or payment of an equal service fee is a condition of employment.