

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Office of Classified Personnel Services**

**Classification:** PARAEDUCATOR/SPECIAL EDUCATION, SEVERELY HANDICAPPED **Salary Range: 71**  
**Employment Category:** Classified Bargaining Unit **FLSA Designation: Non-Exempt**

**Job Summary:**

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction related to the care and recreational activities of students who exhibit developmental, behavioral or emotional difficulties; assist with hygiene related tasks, such as toileting/diapering; assist in the preparation of instructional materials and provide routine clerical support. Paraeducator/Special Education-Severely Disabled includes positions for classes such as Aurally Handicapped, Autistic, Developmentally Disabled, Deaf/Hard of Hearing, Emotionally Disturbed, Mentally Handicapped, Multi-Handicapped, Orthopedically Handicapped, Orientation and Mobility, Severely Handicapped, Trainable Mentally Handicapped, Visually Handicapped.

**Essential Job Functions:**

- Assist a certificated teacher in reinforcing instruction related to the care and recreational activities of students who exhibit developmental, behavioral or emotional difficulties.
- Assist students with instructional and physical education activities in an individual or group setting.
- Assist students in learning gross motor skills such as walking, jumping and climbing; assist children in learning fine motor skills such as reaching, grabbing, folding and cutting; assist children in learning basic academic subjects. Flexibility is required to work with others; ability is also required to work with diversity of individuals. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data is limited and with equipment is limited to moderate.
- Prepare and maintain a variety of records and reports related to schedules, student names, program activities, bulletins, grades, evaluations, behavior and related issues; prepare notes to parents; assist teacher with preparing instructional materials.
- Oversee students in a classroom or at play as directed; assist students with various actions such as swinging, skating and riding tricycles.
- Assist students in the recognition of words essential to survival, including phone numbers, names and home addresses; provide self-help training in removing and hanging up jackets, zipping and buttoning clothing, grooming, brushing teeth, toilet training and changing diapers, and other hygiene related tasks.
- Assist students with learning to prepare simple food dishes, self-feeding, developing good eating habits and maintaining a clean kitchen as assigned.
- Assist students with learning language skills, numbers, shapes and colors and various communication techniques.
- Assist teacher with modifying student behavior.
- Assist with restraint of aggressive students.
- Distribute and assist students with medications according to prescribed procedures.
- Assist students with tube feedings, seizures and other medical issues as assigned; perform first aid as needed; lift and carry students as necessary; push students in wheelchair.
- Operate standard office and classroom equipment, including a computer.
- Provide parents or guardians with information related to student progress; attendance and behavior as assigned.
- Perform related duties as assigned.

**Essential Job Requirements – Qualifications:**

- **Skills, Knowledge and/or Abilities Required**  
**Knowledge of:** child guidance principles and practices related to children with special education needs; problems and concerns of students with special needs; basic subjects taught in District schools including mathematics, reading, writing, grammar and spelling; safe practices in classroom and playground activities; basic instructional methods and techniques; medical procedures associated in working with students with special health care needs; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; basic record-keeping and filing techniques; classroom procedures and appropriate student conduct; methods, techniques and procedures for lifting and moving students; health and safety regulations; First Aid and CPR procedures; proper lifting techniques; Interpersonal skills by using tact, patience and courtesy.  
**Ability to:** relate to children with special needs; understand the philosophy of student independence; operate a variety of medical equipment; operate standard office and classroom equipment, including a computer; assist in the supervision, care, instruction and recreational activities of students who exhibit developmental, behavioral or emotional difficulties; demonstrate an understanding, patient and receptive attitude toward severely disabled students; monitor, observe and report student behavior and progress according to approved policies and procedures; understand and follow oral and written instructions; maintain routine records; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; maintain consistent, punctual and regular attendance.
- **Physical Requirements:** Employees in this classification stand, walk, sit for extended periods of time; use fingers repetitively; use wrists, move hands and fingers in a twisting motion or while applying pressure and/or to operate standard office and classroom equipment; have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; see to read a variety of materials and monitor student activities; hear and speak to exchange information; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 60 pounds, frequently lift up to 20 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 45 pounds maximum force and possess the capability to pull 45 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such

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determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position; push children in wheelchairs.

- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.), in direct contact with the public and other District staff, may work without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other Atmospheric Conditions include: Wet/Humid-Water, cleaning items, washing hands. Other Hazards-mechanical-Furniture, wheelchair spokes; Other Hazards, possible exposure to flu, colds and other contagion, student disturbances; Fumes and Odors (body waste, body odors, cleaning solutions, dust-pollen and paper dust). Protective Clothing: latex gloves, back support belt.
- **Education and Training Required:** High school graduate or equivalent and one year demonstrated experience working with youth in an organized setting. Completion of (2) years of higher education study **OR** possession of an Associate's or higher level degree, **OR** pass assessment that demonstrates knowledge of and ability to assist in teaching reading, writing, and mathematics **OR** reading, writing, and mathematics readiness, *including minimally 6 ECE college level units in Early Childhood Education within the first year of hire.* Clerical and record-keeping experience desired.
- **Working Conditions:**
  - **Environment** – Classroom and playground environment; abusive and potentially harmful outbursts from students.
  - **Physical Abilities** – Hear and speak clearly and distinctly to provide assistance and information related to classroom assignments; see to monitor student conduct during learning activities; manipulate hands and fingers to operate audio-visual, duplicating and educational training equipment; bend at the waist, stoop and kneel to assist students; stand and walk for extended periods of time; floor lift and arm lift up to 50 pounds.
- **Licenses, Certifications, Bonding, and/or Testing Required:**
  - Successful completion of the State-mandated proficiency examination
  - Fingerprint/criminal justice clearance
  - Tuberculosis clearance
  - Valid California Driver's License
  - Current First Aid and CPR Certificates

Approved: 05/31/2007