

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: PARAEDUCATOR / SPECIAL EDUCATION **Salary Range:** 69
Employment Category: Classified Bargaining Unit **FLSA Designation:** Non-Exempt

Job Summary:

Under direction, assists a certificated teacher or specialist in providing instruction and tutorial assistance to individuals or small groups of physically handicapped, developmentally disabled or speech impaired students in a special education learning environment; monitors and reports student progress regarding behavior and performance; performs a variety of clerical duties related to the instructional program.

Essential Job Functions:

- **Adapts** class work and homework for the purpose of providing a method to support and/or reinforce classroom objectives.
- **Administers** first aid, dispenses medications and assists with non-invasive health care treatments for the purpose of providing appropriate care of ill and medically fragile children.
- **Assists** parents and/or teachers for the purpose of implementing lesson plans and/or developing students' daily living and behavioral skills.
- **Assists** special education students with personal hygiene (e.g. grooming, dressing, toileting, etc.) for the purpose of providing for and/or developing students daily living activities and behavioral skills.
- **Assists** special education students for the purpose of addressing individual needs and improving their academic success.
- **Collaborates** with school personnel, agencies and community resources for the purpose of obtaining and/or providing information on individual students.
- **Maintains** classroom equipment, student's files, records for the purpose of ensuring safe and appropriate learning environment.
- **Monitors** individual students, classroom and/or playground activities for the purpose of providing a safe environment.
- **Performs** record keeping (e.g. recording test results, etc.) and basic clerical functions for the purpose of supporting teachers in maintaining students files and providing classroom materials.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities with the approval of assigned supervisor, site principal or director.
- **Participates** in various meetings for the purpose of receiving and/or providing information.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to perform basic clerical functions, perform basic math calculations, operate standard office equipment including use of basic computer applications, use English in verbal and written form, use correct grammar, punctuation and spelling. Skill in assisting with special health care needs of students. Knowledge of principles of child development, instructional processes. Ability to understand and address students with special needs, understand and carry out oral and written instructions, maintain confidentiality of student records, read/interpret/apply rules, regulations, policies, learn methods and materials used in a variety of instructional situations.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, 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; 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 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.
- **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, 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/Devices: Latex gloves back belt.
- **Education and Training Required:** High School graduate or equivalent and six (6) months demonstrated experience working with youth in an organized setting. Completion of two (2) years of higher education study OR possession of an Associate's or higher level degree, OR pass assessment that demonstrates knowledge of and the 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.
- **Working Conditions:**
 - **Environment** – Classroom or other learning environment.
 - **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; and stand and walk for extended periods of time.
- **Licenses, Certifications, Bonding, and/or Testing Required:**
 - Successful completion of the State-mandated proficiency examination.
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Current First Aide and CPR Certificates.
 - Headstart/CDC: Must possess or have the ability to obtain the State Mandated Educational Requirements

Personnel Commission: 11/10/98
Salary Modification: 07/01/00
Revised: 12/18/03
Revised: 12/15/05
Salary Adjustment: 05/31/07