

Southern Kern Unified School District Position Description

Position Title: **Paraeducator, Special Education**

Department: Special Education

Reports To: Principal and/or Designee, Coordinator of Special Education

Prepared By: Staff Date: July 19, 1996

Approved By: Board of Education Date: June 4, 1997

SUMMARY: Assist teacher(s) in the conduct of training and learning activities with children experiencing special learning needs; assist in the conduct of reinforcement learning experiences; to perform minimal routine clerical tasks; assist in the feeding, lifting, and individualized care of students and to do other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes inservice training as stipulated by contract.
- Tutors individual and small groups of students with special learning needs.
- Reinforce and follow up instructional and training activities.
- Directs students into safe play and body movement activities and functions.
- Assists in the preparation of a variety of instructional material and learning aids.
- Maintains a variety of records and files, including confidential and sensitive student information.
- Assist in the operation of instructional media equipment.
- Maintains or assists in maintaining an orderly, attractive and stimulating learning environment.
- Assists in physical therapy functions.
- Assists instructional staff in the supervision of students on campus and while they are loading and unloading buses.
- Assists and instructs pupils in personal hygiene, lavatory, tooth brushing, hand washing.
- Administers routine first aid and requests appropriate assistance for serious injury or illness.
- Assists and instructs students with feeding skills.
- Lifts or assists with lifting students from wheelchairs to changing tables or designated areas.
- Assists students with braces and other mechanical apparatus, which may require lifting and moving the student(s).
- Call custodian to sanitize classroom and equipment using approved materials when needed outside custodian's regular scheduled cleaning of classroom or area(s) in use.
- Attends Open Houses, IEP's and conferences when requested.

SUPERVISORY RESPONSIBILITIES: Supervises students under teacher direction.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or GED; one to three months related experience and/or training working with multi-age groups; previous experience with multiply impaired students is highly preferred.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents and/or staff.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work with severely and non-severely handicapped. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to operate typewriter, photocopying machines and computers. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools, or controls, climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift 40 lbs and/or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where sounds are coming from and hear in a noisy environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

SOUTHERN KERN UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION PARAEDUCATORS
(Updated February 5, 1997)

The following is for students who require specialized physical aid. It is vital to inform our employees of their requirements in the field of Special Education and students needs according to their Individualized Educational Program (IEP) or 504 Plan. The following legal references substantiate legal positions for our employees and the District. All Special Education employees are covered by the following references and they are required to follow them.

Under Education Code 56000 and "By enacting Assembly Bill 3477 (Chapter 1220, Statutes of 1978), Specialized Physical Health Care Services, California legislators recognized that certain pupils need access to specialized physical health care services to be able to attend school in a regular school setting. To fulfill the intent of the new law, special educators understood that specialized physical health care services had to be prescribed by the pupil's licensed physician and surgeon."

"Specialized physical health care services have the following characteristics":

1. They are necessary during the school day to enable the child to attend school.
2. They can be learned by the average person without requiring prior medical training.
3. They do not require extensive amounts of time for their administration.
4. They do not require a physician to administer them.

CASE LAW

"Irving Independent School District v. Tatro, (104 Supreme Court Reporter 3371) was heard by the Supreme Court in 1984. In ruling that the provision of clean intermittent catheterization (CIC) was a related service pursuant to PL 94-142, the Court also provided some important guides to the distinction between related services and medical services: If the required health service must be provided during the school hours to enable the pupil to attend school and can be provided by a school nurse or a lay person trained in the administration of the service, the service is related and must be provided."

PUBLIC LAW 94-142

Public Law 94-142, "the Education for All Handicapped Children Act includes chronically ill, medically fragile, and technology dependent pupils in special education by defining them as *other health impaired* and listing a range of conditions describing this category. This criterion requires that pupil's medical condition to be such that, without special assistance, the pupil's progress in the regular educational program would be impeded."