

## **SAN CARLOS SCHOOL DISTRICT**

### **SPECIAL EDUCATION PARA-EDUCATOR**

#### **BASIC FUNCTION:**

Under general supervision of the Special Education teacher and the Special Education Director performs a variety of instructional activities; to provide intensified learning experiences for students in assigned areas; to provide a variety of clerical and supportive tasks for teachers and students, and to do related work as required.

#### **ESSENTIAL DUTIES:**

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises
- Tutors individuals and small groups of students in activities such as drill, practice, repetition
- Oversees and supervises students during classroom activities, while on the playground and on study trips
- Assists in development of a variety of instructional materials
- Administers selected tests
- Maintains student records and files
- Performs a variety of clerical duties such as filing, typing, and copying materials
- Maintains student control and implement behavior management strategies
- Assists in maintaining a neat, orderly and attractive learning environment
- Participates in in-service activities
- Assist students with personal care needs
- May accompany mainstreamed/full inclusion students to regular classrooms as assigned.
- Maintain confidentiality of school records and information
- Perform student assessment activities including, administration of tests, scoring tests and written work
- Assure health and safety of students by following health and safety practices and procedures
- Escort students from the classroom to resource rooms and other programs
- Assists with student supplementary assignments and supervise independent work
- Learn and apply positive behavior techniques; receive training as provided to meet specialized needs
- Confer with teacher(s) concerning programs and materials to meet student needs
- Supervise students while the teacher is out of the classroom for a limited time
- Supervise students on playground/athletic courts and in the cafeteria
- May require monitoring of students in a general education classroom
- Some positions in this classification may require assisting students with special and daily activities such as toileting, grooming and dressing
- In emergency situations or drills will perform other duties as assigned
- Other related duties as assigned

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Correct English usage, spelling, grammar, punctuation, and math
- General classroom procedures and equipment
- First aid and safety practices
- Student behavior and characteristics
- Techniques used in behavior management
- Routine record keeping
- Specific subject area content as assignment
- Clerical skills – typing proficiency desirable
- Basic subjects taught in the District's schools, including math, reading, English, language arts and writing

##### **ABILITY TO:**

- Understand the specific needs of the children in the program to which assigned
- Understand and carry out oral and written directions;
- Work independently on own initiative with routine guidance
- Establish and maintain cooperative relationships with children, teachers and co-workers
- Gain the confidence of the children and supervise them in educational and recreational situations
- Learn to use computers to support classroom activities
- Learn and utilize basic methods and procedures to be followed in an instructional setting
- Learn and apply basic first aid techniques and practices

- Use good judgment and decision making skills
- Display interpersonal skills using tact, patience and courtesy
- Assists students in a variety of subject areas and activities
- Assist with the development of students' social skills based on individual needs

**EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:**

- A work history demonstrating reliability and good attendance.
- Education equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices and computer programs.

**WORKING CONDITIONS ENVIRONMENT:**

- Indoor and outdoor work environment.

**PHYSICAL DEMANDS:**

- Facility to see, distinguish colors and read printed materials.
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk on uneven terrain such as playground
- Able to squat, twist, stoop, kneel, and bend and reach overhead.
- Able to sit and stand for sustained periods of time.
- Able to lift up to twenty-five (25) pounds frequently and thirty (30) pounds occasionally to shoulder height.
- Able to push and pull objects weighing up to thirty (30) pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate computer keyboard in a safe and efficient manner.
- Mental acuity to perform the essential functions of this position.

Board Adopted: \_\_\_\_\_