

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR III

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist the instructor in reinforcing instruction to individual or small groups of students in various classroom environments; assist in the preparation of instructional materials and perform classroom administrative tasks such as maintaining and recording individual student records, daily observations, and information about student learning/activities, etc.

ESSENTIAL FUNCTIONS:

Assist the instructor in reinforcing academic instruction to individual or small groups of students in various classroom environments, including but not limited to, recreational activities in classroom, on playground and during community-based instruction; oversee groups of students during playground activities as assigned; assure safe outdoor play.

Assist in reinforcing instruction related to self-help, social skills, language development, and motor skills development of students who need support due to developmental, behavioral, physical or emotional difficulties; monitor and oversee student instruction in various subjects, functional academics, domestic skills, community activities, vocational training.

Assist students with physical education, recreation/leisure and/or community-based instruction activities in an individual or group setting.

Facilitate informal testing as needed.

Assist the instructor with modifying student behavior, including following routines and transitions for the purpose of providing proactive support to diminish adverse student behaviors in the classroom, during outside classroom activities/events.

Assist students in learning gross motor skills such as walking, jumping, and climbing; assist students in learning fine motor skills such as reaching, grabbing, folding, and cutting; assist children in learning basic academics.

Perform, prepare, and maintain a variety of clerical duties such as assisting with records and reports related to schedules, attendance, program activities, newsletters, grading papers, data collection; assist instructor with preparing instructional materials; duplicating and distributing materials; correct, score and record tests, papers, and homework assignments; organize materials to assist student learning.

Oversee and assist students with self-care activities such as grooming, feeding and toileting; assist students with maintaining personal hygiene and cleanliness; as assigned supervise students in a classroom as directed.

Assist students with learning activities of daily living skills including but not limited to the recognition of words essential to survival, including phone numbers, names, and home addresses; removing and hanging up jackets, zipping, and buttoning clothing; grooming; brushing teeth; toilet

training 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.

Distribute and assist students with medications according to prescribed procedures in accordance with current law; provide personal care as needed such as diaper changing; lift and carry students as necessary; push students in wheelchairs.

Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude, and general guidance.

Direct students into safe activities and functions

Use evidence-based practices to de-escalate behaviors including following an individual behavior plan for a student when appropriate.

Participate as a site team member to gather data related to student goals.

Attend and participate in parent conferences and a variety of meetings as assigned; schedule meetings as directed.

Operate a variety of classroom and office equipment including a computer, copier, paper cutter and laminator.

Support instruction in various classroom environments to include but not be limited to autism; intellectual disabilities; multiple disabilities; and emotionally disturbed.

Perform related duties including supporting any student, as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student guidance principles and practices related to children with special education needs.

Needs of students with an Individualized Education Plan

Basic subjects taught in District schools include mathematics, reading, writing, grammar, and spelling.

Safe and respectful practices in classroom and playground activities.

Basic instructional (teaching and learning) methods and techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Basic record-keeping and filing techniques.

Classroom procedures and appropriate student conduct.

Methods, techniques, and procedures for lifting and moving children.

Operation of standard office and classroom equipment.

Health and safety regulations.

Proper lifting techniques.

PREFERRED KNOWLEDGE OF:

Behavior and Crisis Intervention methodologies.

ABILITY TO:

Assist the instructor in reinforcing instruction to individual or small groups of students with an Individualized Education Plan.

Provide routine clerical support.

Maintain routine records.

Demonstrate an understanding, patience, and techniques/strategies to support students with significant identified needs.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with students, staff, families, and various stakeholders.

Communicate effectively both orally and in writing.

Understand and relate to students with an Individualized Education Plan.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain consistent, punctual, and regular attendance.

Effectively operate standard office and classroom equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

Effectively read and analyze a variety of materials and monitor student activities.

Effectively communicate to exchange and understand information.

Reach overhead, above the shoulders and horizontally.

Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school and one year of experience working with children in an organized setting.

and

Paraeducator proficiency requirement can be met by completion of ONE of the following:

Proficiency Exam or

California Basic Educational Skills Test (CBEST) or

Completion of two years college (48 semester units) or

A.A. degree or higher

LICENSES AND OTHER REQUIREMENTS:

Valid CPR Certification (CPR certificate must be issued within six months of employment and maintained as outlined by the issuing entity).

Valid California Class C driver's license.

Employee Entrance Evaluation (strength test).

WORKING CONDITIONS:

ENVIRONMENT:

Classroom, playground environment and community-based instruction environments.

HAZARDS:

Abusive and potentially harmful outbursts from students which may include but is not limited to verbal outbursts, hitting, kicking, spitting, and biting.

BOARD APPROVED: December 5, 2023