

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR-SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor assist a certificated teacher in reinforcing instruction to individuals or small groups of special education students in a classroom or other learning environment; assist assigned teacher(s) and certificated personnel with the implementation of Individual Education Plans (IEP's); monitor and report student progress regarding behavior and performance; assist in the preparation of instructional materials and perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of students, reinforcing instruction as directed by the teachers.

Prepare for lessons as directed by the teacher.

Observe and assist the teacher and instructional staff in controlling the behavior of students in the classroom or other learning environments according to approved procedures; report progress regarding student performance and behavior; assure student understanding of classroom rules and procedures.

Assist the instructional staff in supervising students inside and outside the classroom as assigned. Escort students to and from designated locations as assigned; may accompany students to recess, lunch and on field trips as assigned.

Assist with administering and scoring a variety of tests as assigned; may proctor state exams as assigned.

Assist assigned teacher and certificated personnel with the implementation of Individual Education Plans (IEP's).

Explain and assure student understanding of classroom assignment and homework instructions; assist students in completing classroom assignments, homework and projects in various subject areas.

Supervise students and maintain proper classroom decorum during a brief absence of the teacher.

Perform a variety of clerical duties such as preparing instructional materials, scoring papers, maintaining records and files and duplicating classroom materials.

Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Confer with teachers concerning programs and materials to meet student needs. May communicate with faculty, staff and administrators to exchange information and resolve issues or concerns.

Assist students by providing proper examples, emotional support and general guidance in the school setting.

Assist certificated personnel to protect the health and safety of students by following health and safety practices and procedures.

Direct group activities of students as assigned.

Participate in meetings and in-service training programs as assigned.

Operate a variety of classroom and office equipment including a copier, fax machine, computer and assigned software.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with various special needs.

Basic subjects taught in the district schools, including, but not limited to, arithmetic, grammar, spelling, language and reading.

Individual Education Program (IEP) goals and objectives.

Safe practices in classroom and playground activities.

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

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

ABILITY TO:

- Assist with the instructional and related activities of a special education learning environment.
- Demonstrate an understanding, patient and receptive attitude toward all students.
- Perform clerical duties such as filing, duplicating and maintaining simple records.
- Print and write legibly.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Communicate effectively orally and in writing with children and adults.
- Learn and follow rules, regulations, policies and procedures.
- Work cooperatively and effectively with others.
- Work confidentially with discretion.
- Operate a variety of instructional related equipment such as computers and duplicating machines.
- Operate a variety of office equipment.
- Enlist the support, interest and participation of students.
- Work independently with little direction.
- Provide instruction to, supervise and discipline students according to approved District policies and procedures.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Must obtain de-escalation techniques training and keep certification up-to-date.
Successful completion of the District mandated proficiency examination.

WORKING CONDITIONS:

Special education learning environment; subject to bending, lifting and restraining children as needed to prevent them from harming themselves or others and working with children with various mental, emotional and physical handicaps; subject to exposure to communicable diseases.