

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Job Description – Classified

Paraprofessional 1 – Special Education

SUPERVISED BY: Principal and/or SELPA Administrators

BRIEF DESCRIPTION OF THE POSITION:

Under supervision of a classroom teacher, assist with the instruction, training, classroom control, and supervision of special education students.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist teacher in preparing for instructional and recreational activities.
- Assist students in improving coordination, perception, and communication skills.
- Work with individual or small groups on academic assignments and occupational or work experience assignments.
- Assist teacher in designing, arranging, and maintaining the physical environment of the classroom.
- Assist students in developing social behavior skills.
- Assist in personal hygiene and bathroom training.
- Assist in lifting, moving, and positioning students as necessary to render various forms of personal care which may include, but is not limited to, feeding, dressing, grooming, toileting, diapering, therapy and specialized health care procedures as set forth by a student's service provider(s) or nurse; assist students in use of wheelchairs, braces or orthopedic equipment; may be required to use mechanical lifting or other equipment.
- Assist in giving each student specialized attention responding to his needs and characteristics.
- Assist in student record keeping to assure quality care.
- Assist in cleaning up tasks.
- Perform such other classroom-related duties and responsibilities as may be required.

LICENSE OR CERTIFICATE REQUIRED: None

REQUIRED QUALIFICATIONS:

Knowledge of:

- Proper personal hygiene.
- Routine record keeping activities.

Ability to:

- Pass the district's physical capacity test.

Paraprofessional 1– Special Education**REQUIRED QUALIFICATIONS (continued):**

- Work comfortably with students with special needs.
- Follow oral and written directions.
- Work effectively and collaboratively in a diverse environment.
- Assist in instructing reading, writing and mathematics or reading readiness, writing readiness, and mathematics readiness, as appropriate.

Education:

- High school graduate or equivalent.
- AA Degree or 48 college units or
Successful completion of the District Instructional Paraprofessional Proficiency Exam.