

# SIERRA SANDS UNIFIED SCHOOL DISTRICT

## Job Description – Classified

### Paraprofessional – Special Education

**SUPERVISED BY:** Principal

#### **BRIEF DESCRIPTION OF THE POSITION:**

Under supervision, 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 management of money from various activities.
- 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.
- Participate in parent-teacher conferences.
- Perform such other classroom-related duties and responsibilities as may be required.

**LICENSE OR CERTIFICATE REQUIRED:** None

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge of:

- Characteristics of physically handicapped, learning handicapped, emotionally disturbed, and mentally retarded children.
- Proper personal hygiene.
- Routine clerical and record keeping activities.

##### Ability to:

Work comfortably with handicapped children.

## Paraprofessional – Special Education

### **REQUIRED QUALIFICATIONS (continued):**

#### Education:

- High school graduate or equivalent.
- Course work in special education is desirable, but not required.

#### Personal Qualifications:

Must have empathy and patience with handicapped children and enjoy working with handicapped children and adults.

### **LIST MACHINES, EQUIPMENT, OFFICE APPLIANCES, OR MOTOR VEHICLES EMPLOYEE IS REQUIRED TO USE IN THE PERFORMANCE OF THE JOB. INDICATE WHETHER USE IS OCCASIONAL, FREQUENT, OR CONSTANT.**

- Movie projectors (F)
- Slide projectors (F)
- Typewriter (F)
- Filmstrip projectors (F)
- Other normal classroom equipment