ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR–SPECIAL EDUCATION, CROSSROADS PROGRAM

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students enrolled in the Crossroads Program; assist in the preparation of instructional materials and provide routine clerical support.

ESSENTIAL FUNCTIONS:

Assist a certificated teacher in reinforcing instruction to individual or small groups of students enrolled in the Crossroads Program; assist teacher with performing instructional activities related to basic academic subjects.

Assist with monitoring and disciplining students as appropriate; assure students maintain regular and punctual attendance; provide physical restraint to violently aggressive students according to established procedures and guidelines.

Assist teacher with preparing and performing individual assignments, lesson packets and plans.

Oversee students in assigned areas of school campus and in classroom during absence of teacher as directed.

Assist children in the recognition of words essential to survival, including phone numbers, names and home addresses; provide self-help training in removing and hanging up jackets, zipping and buttoning clothing, grooming, brushing teeth, toilet training and changing diapers, and other hygiene related tasks; assist children with learning to prepare simple food dishes, self-feeding, developing good eating habits and maintaining a clean kitchen as assigned.

Distribute and assist children with medications according to prescribed procedures; assist children with tube feedings, seizures and other medical issues as assigned; lift and carry students as necessary; push students in wheelchair.

Prepare and maintain records and reports related to student evaluations, schedules, program activities, bulletins, and other student related issues.

Communicate with parents regarding student behavior and activities as assigned.

Attend and participate in assigned conferences and meetings.

Operate standard office and classroom equipment, including a computer and assigned software.

Perform related duties as assigned.
DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Child guidance principles and practices.
Basic subjects taught in District schools including mathematics, reading, writing, grammar and spelling.
Safe practices in classroom and playground activities.
Basic instructional methods and techniques.
Medical procedures associated in working with students with special health care needs.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Problems and concerns of students with special needs.
Basic record-keeping techniques.
Classroom procedures and appropriate student conduct.
Operation of standard office and classroom equipment, including a computer and assigned software.
Proper lifting techniques.

ABILITY TO:
Assist with the care, instructional and recreational activities of students exhibiting harmful behavior issues.
Maintain routine records.
Demonstrate a patient attitude toward students exhibiting harmful behavior issues.
Provide physical restraint to violently aggressive students according to established procedures and guidelines.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Provide consistent monitoring and disciplining of students.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Understand and relate to children with special needs.
Operate standard office and classroom equipment including a computer and assigned software.
Observe health and safety regulations.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate standard office and classroom equipment.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch to assist students.
See to read a variety of materials and monitor student activities.
Hear and speak to exchange information.
Reach overhead, above the shoulders and horizontally.
Restrain violently aggressive students.
Use proper lifting methods.
PARAEDUCATOR–SPECIAL EDUCATION, CROSSROADS PROGRAM – Cont. Page 3

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high , record-keeping experience and one year of experience working with children who exhibit harmful behavior issues.

LICENSES AND OTHER REQUIREMENTS:

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

- EGUSD No Child Left Behind Paraeducator Certificate
- California Basic Educational Skills Test (CBEST)
- Completion of two years college (48 semester units) or A.A. degree (or higher)

Successful completion of Restraint Training within six months following date of hire. Floor-lift 50 pounds and arm-lift 50 pounds.

WORKING CONDITIONS:

ENVIRONMENT:
Classroom and playground environment.

HAZARDS:
Contact with dissatisfied or abusive individuals.