

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR-SPECIAL EDUCATION, DEAF AND HARD OF HEARING

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of deaf hard of hearing special education students in a classroom or other learning environment; assist in instructional and recreational activities; perform routine clerical record-keeping tasks.

ESSENTIAL FUNCTIONS:

Use and Demonstrate basic knowledge of sign with children under the direction of the Deaf and Hard of Hearing teacher; provide academic support to hearing impaired students integrated into the general and self-contained programs.

Work with students in a group or on an individual basis, assisting with specific instructional tasks.

Perform a variety of record-keeping activities involving schedules, student names, program activities and bulletins.

Assist the teacher in the preparation of graphic materials for classroom use.

Proctor during testing periods as directed; correct standardized and objective tests; correct student workbooks.

Arrange supplies and materials in classroom for student use.

Assist the teacher in organizing and directing games and recreational activities both in the classroom and on the playground.

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.

Oversee children on school campus and in classroom.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Individual differences in children's signing system for deaf and hard of hearing students.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.
Classroom procedures and children's instructional and recreational activities, games, arts and crafts.
Medical procedures associated in working with students with special health care needs.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.

ABILITY TO:

Assist with instructional and recreational activities in a classroom.
Maintain accurate clerical records and reports.
Communicate and write effectively.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Operate common office machines and equipment.
Keep school matters confidential.
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.
Ability to communicate effectively to exchange 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 some clerical and record-keeping experience.

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)

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.