

PALMDALE SCHOOL DISTRICT

PARAEDUCATOR- MODERATE TO SEVERE

FUNDAMENTAL OBJECTIVE:

This position supports student achievement by providing, under the direction of the Director, Special Education, and under the direction and indirect supervision of certificated staff, specialized assistance to instruct pupils individually or in groups in accordance with prescribed learning objectives; assisting a teacher or administrator in establishment and maintenance of appropriate classroom and site behavior; performance of medical treatments and procedures necessary in providing specialized physical health care inservices to pupils with exception needs; and acting as a paraprofessional assistant to a teacher in performing assigned tasks.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Under direction of teacher, provides individualized instruction by matching instruction to needs of each pupil;
2. Assists with supervision of classroom, outdoor playground, and field trip activities to direct pupils into safe activities and relationships;
3. Works with pupils individually or in small groups to tutor, reinforce, or follow-up learning activities;
4. Implements assigned sections of pupil behavior management plans, which may involve use of approved behavior modification, physical management techniques or other skills or knowledge to establish and maintain appropriate behavior;
5. Helps pupils learn normal speech patterns by helping them produce sounds, words, and sentences;
6. Helps pupils to be self-reliant, relate to individuals and groups who are not handicapped, and to learn how to sequence tasks;
7. May pick up breakfasts/lunches from a nearby area school lunchroom; prepare lunch trays and, under direction of certificated staff, feeds students unable to feed themselves;
8. Works cooperatively with others in providing specialized physical health care services and performing standardized procedures in compliance with legal requirements, rules, and regulations.
9. May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crises management plans;
10. Accompanies or Assists students to and from school bus or other transportation and in moving to/from activities on school site or campus; rides with pupils on bus which transports pupils to/from school, as appropriate;
11. Accompanies and assists certificated personnel during the transporting and instruction of student in off-campus or community-based settings;
12. Gives guidance and provides an example for pupils in various areas such as academic learning, communication, vocational skills, social and leisure skills, physical development and fitness, and personal hygiene;
13. Confers on a regular basis with teacher in regard to planning and scheduling activities, instructional goals and objectives, pupil progress, and pertinent health or behavior problems;

14. Assists teacher in establishing and maintaining a clean, safe, and pleasant classroom and learning environment; assists teacher with implementation of students' Individualized Education Plan (IEP) through instruction in a variety of activities, such as nature study, singing, dancing and sports;
15. May perform one or more of the following procedures, after receiving appropriate training, as they pertain to the individual student: suctioning, when needed to clear air passages, including care of suction machine and attachments, tracheotomy tube and skin around intuition; tube replacement; gastrostomy tube feeding, including care of gastrostomy tube, equipment and skin around intuition; catheterization and care of supplies and equipment; colostomy, ileostomy care, and care of supplies, adjuncts and equipment; oxygen administration and proper use and care of equipment, including monitoring of flow control oxygen level; emergency care as needed, including cardiopulmonary resuscitation or other life-sustaining efforts until paramedics or other medical assistance is available;
16. Administers first aid; with assistance and direction, establish and maintain daily documentation of specialized physical health care services and procedures which may include administration of medication;
17. Updates and maintains medical records; initiates and completes reports and records, such as accident and incident reports;
18. Maintains confidentiality of student records in accordance with legal requirements and policies;
19. Attends inservice and staff meetings as required;
20. Assists lifting of students in/out of wheelchairs, braces and other orthopedic equipment;
21. Assists staff member in positioning students and in rendering various forms of personal care such as toileting and diapering; assists students in dressing, undressing, bathing, grooming, eating and feeding;
22. Under the direction of the school administrator and the procedure observed by a certificated staff member, assists students with taking medication;
23. Performs routine clerical tasks; operates duplicating machines; assembles material for classroom projects; prepares material and masters; answers telephone; may perform incidental typing tasks;
24. Perform related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Elementary concepts of child development and behavior;
Behavior modification techniques and strategies;
Basic characteristics of human behavior and the unique needs of exceptional children;
Proper health care techniques, including those outlined in "Major Duties and Responsibilities";
Clean, sterile treatment techniques; cardiopulmonary resuscitation and first aid techniques;
Community emergency medical resources;

Personal hygiene practices;
Basic communication skills;
Reading, writing and speaking in English.

Ability to:

Communicate with students and staff and motivate students to participate in learning activities;
Maintain emotional control under difficult situations and effectively react to emergencies;
Learn and adapt to new procedures and conditions, and learn to tutor students in any subject matter or to work with students who have special learning needs;
Recognize and report safety hazards;
Learn laws, rules, practices, and procedures related to public education for students and related to the program to which assigned;
Assist in the supervision of students in the classroom and out of doors;
Encourage positive learning patterns and behavior;
Assist teachers and administrators in dealing with behavior disorders;
Successfully operate one or more pieces of special medical equipment after receiving appropriate training as specified above in “Major Duties and Responsibilities.”
Safely and skillfully perform the specialized health care services as directed or required;
Recognize and effectively respond to emergency and/or hazardous conditions;
Assist with maintaining, on district-approved form(s), accurate daily written documentation of specific services performed;
Recognize the need to provide for personal privacy and dignity of the student;
Demonstrate competence in basic cardiopulmonary resuscitation;
Perform routine clerical work such as incidental typing, sorting, measuring, cutting, filing, and duplicating;
Establish positive communication with pupils, and motivate them to participate in learning activities; maintain patience and tact in working with children with physical/emotional needs;
Communicate effectively, both orally and in writing;
Establish and maintain cooperative relationships with those contacted in the course of work;

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

High school diploma or GED, and one of the following:
Completion of two years of higher education study, OR possession of an Associate’s or higher level degree, OR successful completion of an assessment that demonstrates

knowledge of, and the ability to, assist in teaching reading, writing, and mathematics or mathematics readiness.

Experience:

One year paid experience providing related health care services. Completion of 30 college semester units in nursing or other appropriate health-related field may substitute for six months of the required experience.

License and Certifications:

Valid California driver's license with acceptable DMV printout.
Must possess current cardiopulmonary resuscitation and first aid certificates from approved training programs.

Optional Second Language Requirement:

Some positions in this classification may require the ability to speak, read and write a second language in addition to English.

WORK ENVIRONMENT AND PHYSICAL CHARACTERISTICS:

Some assignments require constant attention to protecting physical safety in a classroom where students, because of the nature and severity of their disabilities are accident prone, or because of assaultive or self-abusive tendencies could cause serious injury to themselves or others.

Must be in general good health as job may require physical strength, stamina, agility, dexterity, good hearing, good central and peripheral vision. Some positions may require the ability to lift or move students who weigh up to 50 pounds. The incumbent may be required to use a multiperson lift or learn the use of mechanical lifting equipment to lift or move students who weight in excess of 50 pounds or a student of any weight who may present other lifting problems. May assist in transporting pupil from home to school and return. Some positions in this classification may require the availability of private transportation.

Suggested Pay Rate: Appropriate Placement on the Classified Salary Schedule
Range 22 (currently \$14.99 - \$18.23 p/hr)

Physical Requirements—Paraeducator-Moderate to Severe

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

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N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

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I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS					
Postures/Movements: During ESSENTIAL Functions					
Sitting	O-F	Kneeling	I	Twisting at Waist	F
Standing	O-F	Crawling	I	Reaching:	
Walking	O	Climbing	I-O	Above Shoulders	O-F
Bending	O	Balancing	I	At/Below Shoulders	F-C
Stooping	O	Foot Controls	I-O	Neck Extension (up)	O-F
Squatting	O	Pushing	O-F	Neck Flexion (down)	F-C
Lying Down	N	Pulling	O-F	Neck Rotation (turning)	F-C

Comments:

PHYSICAL DEMANDS					
Postures/Movements: During NON-ESSENTIAL Functions					
Sitting	N/A	Kneeling	N/A	Twisting at Waist	N/A
Standing	N/A	Crawling	N/A	Reaching:	
Walking	N/A	Climbing	N/A	Above Shoulders	N/A
Bending	N/A	Balancing	N/A	At/Below Shoulders	N/A
Stooping	N/A	Foot Controls	N/A	Neck Extension (up)	N/A
Squatting	N/A	Pushing	N/A	Neck Flexion (down)	N/A
Lying Down	N/A	Pulling	N/A	Neck Rotation (turning)	N/A

Comments:

PHYSICAL DEMANDS (Continued)				
Lifting:		During ESSENTIAL Functions		* Indicates with assistance
Weight-Pounds	Below Waist	Waist/Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O-F	F-C	O	Paper, supplies, books, instructional materials, equipment
11-25	O	O	I	Medical/academic supplies/equipment, books, instructional materials
26-50	I-O	I-O	I	Medical/academic supplies/equipment, books, students
51-75	I	I	I	Medical supplies/equipment, Students (emergency) *
76-100	I	I	I	Students (emergency) *
Over 100	I	I	I	Students (emergency) *

Comments

PHYSICAL DEMANDS (Continued)				
Lifting:		During NON-ESSENTIAL Functions		* Indicates with assistance
Weight-Pounds	Below Waist	Waist/Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	N/A	N/A	N/A	
11-25	N/A	N/A	N/A	
26-50	N/A	N/A	N/A	
51-75	N/A	N/A	N/A	
76-100	N/A	N/A	N/A	
Over 100	N/A	N/A	N/A	
	N/A	N/A	N/A	

Comments

PHYSICAL DEMANDS (Continued)				
Carrying:		During ESSENTIAL Functions		* Indicates with assistance
Pounds	Freq.	Distance		Examples of Objects Carried
Up to 10	F-C			Paper, supplies, books, instructional materials, equipment
11-25	F			Medical/academic supplies/equipment, books, instructional materials
26-50	I-O			Medical/academic supplies/equipment, Instructional materials, students
51-75	I			Medical/academic supplies/equipment, Students (emergency) *
76-100	I			Students (emergency) *
Over 100	I			Students (emergency) *

Comments *May seek assistance

PHYSICAL DEMANDS (Continued)		
Interaction with Others:		
Work cooperatively with coworkers	F-C	
Interact with customers or the public	O	
Give training/instruction	F-C	
Direct or supervise others (students)	F	
Decision Making		
Use basic problem-solving techniques	F-C	
Work autonomously	F-C	
Make independent decisions based on data/circumstances	F-C	

Comments

-Communication/Sensory Demands				
Method	Freq.	Function #'s: ESSENTIAL	Freq	Function #'s: NON-ESSENTIAL
Seeing	C	1-8, 10-12, 14-17,21-23	N/A	N/A
Hearing	C	1-16, 21-23		
Speaking	F-C	1-6,8-16, 21-23		
Reading	F-C	1-5,8-9,12-17, 19,22-23		
Writing	F	1-5,8-9,12-17,22-23		
Math	O-F	1-7,12-17,22-23		

Environmental Conditions				
	Freq.	Description: ESSENTIAL	Freq	Description: NON-ESSENTIAL
Outdoors	I-O	2-3, 7, 10-11	N/A	N/A
Indoors	F-C	1-121-6, 8-9,12-23	N/A	N/A
Cold	I-O	2, 10-11	N/A	N/A
Heat	I-O	2, 10-11	N/A	N/A
Humidity	I-O	2, 10-11	N/A	N/A
Temperature Swings	I-O	2, 10-11	N/A	N/A
Dust/Wind	I-O	2, 10-11	N/A	N/A
Noise	O-F	1-8, 10-12,14-16,20-21		
Vibration	I	2,10-1115, 20		
Fumes/Odors	I	2,10-1115,21		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	I	8,10-11,15,20,23		
Explosive Hazards	N			

Safety Equipment/Training/Attire:

Comments:

Operation of Vehicles, Equipment or Machinery			
During ESSENTIAL Functions	Freq	During NON-ESSENTIAL Functions	Freq
Computer, Copier, Office equipment	O-F	N/A	
Automobile	O		
Medical equipment	O-F		

Comments:

Work Setting				
Brief Description of Work Site: School Campus				
Breaks: One 15-minute		Overtime: None		
Supervised By: Director, Special Ed., or designee		Supervises: None		
Number of Employees at Work Site: Varies				
Characteristics of Site	%		%	
Informal	50	Formal	50	Formal + Informal = 100%
Routine Tasks	70	Variable Tasks	30	Routine + Variable = 100%
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Slow-Paced	50	Fast-Paced	50	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

Job Analysis Participants			
Name	Signature	Job Title	Date
Jacqueline DeHay		Director, Personnel Commission	05/28/08
John Porter		Director, Special Education	05/28/08
Carolyn Hansen		Assistant Superintendent, Human Resources	05/28/08
Other Sources of Information: Culmination of other Paraeducator job descriptions Review of job descriptions from other districts Discussion with Assistant Superintendent, Student Services			

