

CALIFORNIA MILITARY INSTITUTE

Board Approved: Pending Board Approval
Salary Schedule: 281; Row: 2

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: PARAEDUCATOR – SPECIAL EDUCATION - RSP/SDC

JOB PURPOSE STATEMENT: Under the direction of an assigned certificated staff to assist in the supervision and instruction of special education students; relieving teachers of clerical tasks, and assisting students by providing and developing students' adaptive and behavioral skills.

JOB FUNCTIONS:

- Adapts classroom work under the direction of the teacher (individualizing care as much as possible) for the purpose of providing a method to support and /or reinforce lesson plans
- Administers evaluations (works together to develop IEP tasks, biannual charting for the purpose of assisting the teacher in evaluating students' progress and/or recognizing the individual needs of the student
- Assists other personnel as may be required (assists by using teamwork approach) for the purpose of supporting them in the completion of their work activities
- Assists teachers and parents (with observations, behavior modification) for the purpose of implementing lesson plans and/or developing students' adaptive and behavioral skills
- Confers with teachers, parents and/or appropriate personnel (especially parents when appropriate) for the purpose of assisting in evaluation of students' progress and/or implementing student's objectives
- Implements behavioral plans (IEP's, neatness, personal health care) for the purpose of meeting students' social and daily living skills as needed
- Implements instructional programs and lesson plans under the supervision of the teacher for the purpose of assisting the teacher and student academically
- Maintains students' files/records as pertains to special education files/records for the purpose of documenting activities and /or providing reliable information
- Monitors individual students (both in special education and general education) for the purpose of providing a safe and positive learning environment
- Participates in various trainings/in-service/meetings (CPR training, Pro Act, etc) for the purpose of sharing information and/or improving skills /knowledge
- Performs record keeping and basic clerical functions, scheduling, copying, etc, for the purpose of supporting the teacher and providing classroom materials

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JOB FUNCTIONS – continued

- Responds to emergency situations for the purpose of resolving immediate safety concerns
- Supervises/assists and works with regular education as well as special education students
- Assists all students in the Learning Center
- Works individually with student on a one-on-one (1:1) basis or with small groups of students
- Establish and maintain effective working relationships with others
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds floor lift & 50 pounds arm lift), carry (10 pounds), push/pull (10 pounds), climb, and walk
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner

JOB QUALIFICATIONS:

Skills, Knowledge, Abilities and Responsibilities:

- Skills are required to perform single non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Knowledge is required to perform basic math including calculations of fractions, percents, ratios, up through Algebra; read and interpret instructions and textbooks; and understand multiple step instructions.
- Ability is required to schedule activities; gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others and analyze methods of operation. Ability is also required to work with a diversity of individuals. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions.
- Responsibilities include working under standardized instructions and/or routines; providing information and/or advising other persons. Utilization of some resources from other work units may be required to perform the job's functions.

Education:

- High School Diploma or General Education Diploma
- Have one of the following:
 - An associates or higher college degree; or
 - The equivalent of 60 semester or 90 quarter units of college credit; or
 - Pass the Perris Union High School District proficiency examination
- Completion of District mandated training within one year of date of employment
- Course work in child growth and development, special education, or closely related field desirable

Experience:

- Experience working with students requiring a specialized learning environment is desirable

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Non-Union Position