



HARMONY UNION SCHOOL DISTRICT

Job Description

Paraeducator Special Education Temporary Assistant

Job Classification:	Paraeducator Full Inclusion Temporary Support Assistant
Work Location:	Harmony Elementary & Salmon Creek School
Job Range:	Range B
Calendar:	11 Months / 183 Contract Days
Immediate Supervisor:	Site Administrator
Date of Last Adoption:	09/15/2020

Position Summary

The Full Inclusion Temporary Support Assistant is under the supervision of the Teacher, Special Education Coordinator, and Site Administrator and is evaluated by the Site Administrator. This position serves as a one-to-one assistant to a special education student. The position may assist in the areas of behavioral management, instructional assistance and medical/hygiene care. Assist the teacher, coordinator and/or specialists with the educational program for a student in special education, or a special program in the educational setting. Reinforce learning concepts at the teacher's, coordinator's or specialist's direction; assist in the supervision of student's activities; perform various clerical duties and other related duties as assigned. This position requires fingerprint clearance, TB testing and a Post Offer\Pre-Placement Physical Examination prior to hire.

Duties and Responsibilities

- Accompany student during the school day to all classes and activities.
- Assist the classroom/teacher in assigned instructional areas to designated student; interact with student, encourage their performance, observe progress and meet instructional needs as they arise
- Implement behavior management plan using identified rewards and consequences if necessary.
- As necessary, assist student with mobility, feeding, toileting, dressing and assisting students in independent skills development.
- Keep data and records of student progress.
- Prepare adapted materials as necessary.
- Develop and maintain records and files as requested.
- Conduct remedial instructional activities for student as assigned.
- Observe mental and physical health of student and report potential problems to instructor.
- Provide support to staff in working with student in various instructional programs.
- Suggest appropriate learning materials for students with instructors' approval.
- Monitor individual progress or student and discuss problems and improvements with instructor.
- Monitor student use of instructional computer programs for appropriate learning levels. Supervise student use of computer software.
- Explain and clarify work assignments to student. Tutor student as necessary.
- Support behavior management; refer to instructor when necessary.
- Work with student on an individual basis; to reinforce basic skills, to supplement classroom work, to administer and score test
- Participate in free time activities with student as required, supervise student during rainy days and during teacher's absence
- Assist special needs student in developing positive social/play skills and peer relationships

- When supervising student assume responsibility for their safety and well-being and maintain order and discipline through caring, respectful strategies following established discipline policy
- Under the direction of certificated personnel, assist in various aspects of program implementation including making modifications for full inclusion students, classroom work, and the recording of information
- Obtain supplies and necessary equipment for classroom activities, care for and maintain current equipment and exhibits
- Assist physically handicapped students with their equipment (wheelchairs, scooters, walkers, etc.)
- Maintain confidential informational and operational records and files
- Maintain necessary records, including data collection and copying materials,
- May be required by the District to participate in student related and/or teacher meetings
- May be required to communicate regularly with parents/guardians under direction of classroom teacher(s)
- May be required by the District to assist in the implementation of adaptive technology program
- Report all injuries incurred by children to teacher or site administrator
- Participate in staff meetings, conferences and specialized training
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

Supervision

The Paraeducator Special Education Temporary Assistant is directly responsible to the site administrator who sets work schedules and provides for the annual evaluation. The Paraeducator Special Education Temporary Assistant is under the general direction of the Special Education Teacher..

Education, Experience and Qualifications:

- Completion of two years of higher education study (48 units), or
 - A.A. or B.A. degree, or
 - High school diploma or equivalent and passing formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.
- English in written and verbal form including the use of correct grammar, spelling and vocabulary
- Capacity of instructional support for general education subject matter content in grades TK-8
- Instructional principles and techniques used in improving student skills
- General classroom procedures and rules of conduct
- Behavioral support methods including positive intervention and behavior modification strategies required in working with children who have special needs
- Understand the needs of physically, emotionally and educationally challenged students
- Maintain cooperative relationships and relate positively to students, staff and families
- Effective written and oral communication skills
- Office skills including routine record keeping, organizational techniques, computer and copy machine use
- Obtain certification in First Aid and CPR is desirable
- Safe work practices and ability to meet ADA needs:
 - Meet the physical requirements necessary to safely and effectively perform assigned

duties, including lifting fifty (30) pounds on a regular basis and occasionally lift in excess of eighty (60) pounds with assistance. Moderate physical effort; frequent standing, walking, bending and lifting. Speak and interact with student. Accompany student indoors and on campus. Interact with a student who may be aggressive and/or have medical needs requiring lifting, feeding and toileting.