

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Special Education Paraeducator II

Job Purpose Statement/s: The job of Special Education Paraeducator II is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of students with special needs requiring an intensive, highly structured program; relieving teachers of routine clerical tasks; and assisting students by providing for special educational needs.

Essential Job Functions:

- Adapts classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- Assists teachers and parents for the purpose of implementing Individual Educational Programs (IEP), and lesson plans and/or developing students' daily living, academic, social and behavioral skills.
- Implements intensive behavioral intervention plans, visual structure and systems, discrete trial, picture exchange systems, and other disability-related strategies specified in the IEP
- Implements behavior intervention plans for the purposes of ensuring an appropriate and safe learning environment
- Works positively and collaboratively with a wide range of school staff, parents, and private agencies for the purpose of ensuring an appropriate learning program and environment
- Maintains classroom equipment and students' files/records for the purpose of ensuring a safe and appropriate learning environment.
- Monitors individual students, classroom and/or playground activities for the purpose of maintaining a safe and positive learning environment.
- Performs record keeping and basic clerical functions, scheduling, copying, creating classroom support materials, etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials.
- Monitors and supports special needs students in general education classes, providing modifications/accommodations as directed by supervising teacher.

Other Job Functions:

- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.
- Performs other job related duties as may be assigned.

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Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent.
- No Child Left Behind compliance.
- Prior job related experience, paid or volunteer, with preschool/school age children.

Skills, Knowledge, Abilities and or Physical Requirements:

- Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in both written and verbal form, use correct grammar, punctuation and spelling.
- Knowledge of autism, visual structure, visual information systems, behavior management, applied behavior analysis, and the principles of child development and instructional processes.
- Abilities to understand and address students with special needs, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, learn methods and materials used in a variety of instructional situations. Significant physical abilities include stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Demonstrate competency on District identified assessment(s) within six (6) months of placement.
- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculin Clearance.
- First Aid and Cardiopulmonary Resuscitation Certificates may be required.

Reports To: Site Administrator

Work Year: 183 Days

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Salary Placement: Range 7.5
Range 8.5 upon demonstrating competency on District assessments

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Board Approved: March 11, 1997
Revised: July 17, 2002
Revised: May 16, 2006