

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE: Special Education Paraeducator I**

**Job Purpose Statement/s:** The job Special Education Paraeducator I is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of students with special needs and relieving teachers of routine clerical tasks.

**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 504 Plans, Individual Educational Programs, and lesson plans and/or developing students' daily living, academic, social/emotional, and behavioral skills.
- Works positively and collaboratively with a wide range of school staff, parents, and private agencies for the purpose of ensuring a safe and appropriate learning program and environment
- Maintains student files/records for the purpose of ensuring a safe and appropriate learning environment.
- Cares for classroom and instructional equipment 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.
- Implements a basic behavioral support/intervention program under the direction of the teacher for the purpose of ensuring a safe and appropriate learning environment.
- Performs record keeping and basic clerical functions, scheduling, copying 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 the principles of child development, instructional processes, and behavior modification/intervention.
- 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. Provides for special health care needs of students. 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:**

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.
- First Aid and Cardiopulmonary Resuscitation Certificates may be required.

**Reports To:** Site Administrator

**Work Year:** 183 days

**Salary Placement:** Range 6.5

**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: May 16, 2006