



Goleta Union School District

Paraeducator Special Education – Level 2 (PARA-2)

Step 26

184 days

Basic Function

Under the direction of assigned administrator and certificated staff, assists in providing instruction and supervision to individual students or small groups of students; observes, monitors, documents, and reports student progress regarding academics, social skills, and behavior; assist students in developing various self-help, social and community skills; and assist students with essential life functions.

Representative Duties

Work with individuals or small groups of students with disabilities, reinforcing instruction as directed by certificated personnel in the areas of sensory, language development, math concepts, language arts concepts, and others. E

Confer with certificated staff concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program; maintain daily records of achievement; prepare instructional materials. E

Direct group activities as assigned, up to and including monitoring of students during recess and lunch or on field trips. E

Data collection in all areas. E

Observe, document, and modify student behavior according to approved procedures including utilization of response-blocking, restraints, and de-escalation strategies. E

Implement behavior intervention plans (BIPs) and behavior contracts as directed with fidelity. Utilize appropriate prompt hierarchy (visual, gestural, verbal, physical). E

Prepare students for and assist students in mainstreamed classes according to established procedures; foster independence. E

Provide social facilitation to students during recess, lunch, PE, and all other social activities. Assist students in completing assignments. E

Assist with administering and monitoring assessments. E

Assist students in a variety of gross motor activities such as climbing, balancing, walking, rolling, crawling and other activities. E

Assist students in a variety of fine motor activities such as gripping, writing, pinching, cutting, clasping and other activities. E

Instruct students in self-help skills such as brushing teeth, washing hands, dressing, holding glasses, use of eating utensils, feeding themselves, and various social skills. E

Assist students with toileting, potty training, diapers and clothing themselves. E

Assure the health and safety of students by following health and safety practices and procedures; assist students with health needs, e.g. seizures, and notify appropriate personnel as required; assist in maintaining a clean and orderly classroom environment. E

Assist students to and from the bus or pick-up/drop-off area. E
Participate in meetings and in-service trainings, as assigned. E
Perform clerical duties such as filing, copying, and maintaining records. E
Performs related duties as assigned.

Knowledge and Abilities

Knowledge of:

Competency in the core subjects taught in Preschool through 6th grade;

Safe practices in classroom and playground activities;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Interpersonal relations skills using tact, patience and courtesy;

Operation of instructional technology including tablets, computers, software, internet browsers, applications, and Google Suite.

Ability to:

Maintain punctual and consistent attendance;

Work independently with minimal supervision or direction;

Follow a schedule;

Understand and follow oral and written directions;

Communicate effectively with children and adults, both orally and in writing;

Establish and maintain cooperative and effective working relationships with others;

Maintain confidentiality of student records and information per FERPA and HIPAA;

Follow established District procedures.

Education and Experience

High School Diploma/GED and one of the following (per ESEA) or equivalent: Two years of college (48 units); OR A.A. degree or higher; OR Passing Status of the GUSD Basic Competency Exam or the California Basic Skills Requirement (BSR)

Licenses and Other Requirements

First Aid Certification (Infant, Child, Adult)

CPR Certification (Infant, Child, Adult)

Behavior Management Certification (e.g., CPI)

Working Conditions

Environment

Indoor and outdoor working areas (e.g., classrooms, offices, playgrounds, parking lots add/or offices) with exposure to a variety of weather conditions and noise.

Physical Demands

Restrain and response block per approved methods;

Bend at the waist, kneel, crouch, stoop, sit, stand, climb, walk, and run for extended periods of time;

Reach overhead, above the shoulders or horizontally;

Push and pull students in wheelchairs from Preschool-6th Grade;

Lift and transport students between wheelchairs, standers, walkers, and toileting apparatuses;

Talk and hear in order to communicate with students;

See in order to observe students;

Use fingers and hands to operate instructional and office equipment.

Hazards

Potential exposure to communicable diseases, blood, bodily fluids, and tissue.

Contact with challenging behavior that may include hitting (open/closed hand), punching, kicking, scratching, yelling, biting, and eloping.