



**Goleta Union School District**  
Paraeducator – Level 1 (PARA-1)  
Step 19  
182 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; and performs related duties as assigned.

***Representative Duties***

Work with individuals or small groups of students, reinforcing instruction as directed by certificated personnel. 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

Collect data 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 with non-instructional duties such as toileting and clothing routines, as needed to support students.

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

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:*

Familiarity and 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 and/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.