

SAUSALITO MARIN CITY SCHOOL DISTRICT
Job Description

CLASSIFICATION: Classified Employee

TITLE: Paraprofessional: Special Education, Regular Ed. and Bilingual

SALARY LEVEL: Range 8

WORK YEAR: 183 Days (10 Months) up to 203 Days (11 Months) *depending on caseload and assignment

JOB DEFINITION

The Paraprofessional, Special Education works in collaboration with the teachers to assist in the education of students, particularly those students with Individual Education Plans (I.E.P.s) or English language learners.

ESSENTIAL DUTIES

- assist students with specific learning tasks across the curriculum
- assist with individual and small group instruction under supervision of classroom teacher
- assist teacher with light clerical responsibilities, including record-keeping and collecting and organizing classroom materials
- provide students with immediate performance feedback on their tasks
- respond appropriately to immediate safety concerns
- solve routine problems involving students
- provide behavioral support in accordance with school wide guidelines including direction, prompting, verbal and non-verbal cues, and other interventions to assist students in maintaining appropriate behavior in the school environment
- perform light clerical activities
- participate in the supervision of students outside the classroom as required; yard, library, common areas, small group spaces, bus, excursions
- maintain confidentiality
- participate in professional development
- perform other related duties as assigned

ADDITIONAL DUTIES MAY INCLUDE

- assist with educating students, in one-on-one or small group instruction
- assist with individualized program materials
- monitor independent study and supplementary work for students
- collaborate with teachers relating to the I.E.P. objectives and/or modifications, and participate in lessons and classroom activities as related to the students
- collaborate with teachers to develop classroom schedules
- manage students, particularly students with I.E.P.s or who are English language learners
- assist teacher with observing, recording and charting behavior
- assist teacher with crisis, problem and behavior management
- implement containment strategies to prevent injury to student or others
- assists teacher in their preparation of classroom materials related to the I.E.P.s, or modifications and accommodations
- assists in preparation of classroom environment for learning activities
- score objective tests and papers from answer key or rubric
- maintain appropriate records for teachers
- assist students with physical needs, including but not limited to: assisting with orthopedic limitations, toileting, eating and ensuring they receive medication as directed by their physician
- work with audio/visual equipment, computers and assistive technology particularly as related to the I.E.P. accommodations and modifications
- administers alternative assessments as appropriate
- administers CELDT testing to students as required*
- maintains all records related to CELDT testing and reclassification*
- Works with students who are English Language learners (E.S.L.) , individually and in small groups to facilitate CELDT testing and learning activities related to the instructional program*
- Bilingual also assists the teachers with light clerical duties and translations*

QUALIFICATIONS

REQUIRED

Ability to

- adapt and learn classroom routines
- exercise sound judgment and respond calmly and effectively to students
- be trained and work at varied tasks and to assist as appropriate
- operate relevant technology
- meet the physical demands of the job, as appropriate
- collaborate for a positive impact on achievement and outcomes for students
- work independently and in collaborative teams
- assist students with assignments
- follow general classroom procedures
- understand the needs of students
- work collaboratively to identify common goals, procedures, and responses in delivering educational programs
- meet the physical demands of the position, including the ability to lift up to 50lbs without assistance and, if working with a student with an orthopedic impairment, to lift and move up to 75lbs. with assistance
- understand and communicate lessons
- exercise classroom management skills
- ability to carry out basic mathematical operations, including fractions, ratios, percentages and elementary algebra
- model the use of appropriate grammar, vocabulary, spelling and punctuation
- understand and carry out oral and written instruction in English
- establish and maintain cooperative relationships in a positive manner with students, staff and parents
- follow direction
- problem solve independently
- work in a diverse learning community
- know and implement district wide rules and procedures
- carry out essential duties in such a manner as to ensure personal safety and the safety of those in the immediate vicinity
- adhere to guidelines of mandatory reporting for suspected cases of child or substance abuse
- communicate fluently in a second language (depending on assignment)*
- perform duties efficiently

Licenses and Certifications

- criminal justice fingerprint/background clearance
- TB clearance
- pre-employment medical examination

Education

- a minimum of high school diploma or recognized equivalent, and two years of college (48 units), or A.A. degree (or higher), or pass a local assessment of knowledge and skills in assisting in instruction

DESIRED

- Bachelor's degree or higher education

SUPERVISOR

Site Administrator or designee.