San Leandro Unified School District
Job Description

Para Educator – Moderate to Severe

Definition:
Under general supervision from certificated personnel, directly assists special education students including but not limited to emotionally disturbed, severely disabled, autistic, behavioral, bilingual, and full inclusion; provides support and general supervision of students in various instructional settings including general education, pre-K12, and adult; and assists with the instructional and physical needs of students.

Representative Duties and Responsibilities:
- Assist teacher in instructing students individually and in small groups, and by implementing instructional plan developed for each student or group.
- Encourage and assist students in the development and maintenance of appropriate social behaviors through the use of positive reinforcement techniques, implementation of behavior plans, and behavior support techniques.
- Assist in maintaining established classroom management routines and policies, assume responsibility for the classroom under the supervision of authorized certificated personnel.
- Oversee, assist and supervise students during times such as class breaks, lunch, and loading of buses.
- Assist students with the use of mobility equipment such as leg braces, walkers, and mobile standers.
- Assist students with all aspects of toileting, which may include diapering; cleaning of students; and lifting on and off toilet, changing tables, and mats.
- Attend to students' physical needs which may include, but are not limited to, gastronomy feeding tubes/buttons; catheterization; urinal, colostomy and ileostomy bags; ; changing of wound dressings; tracheotomy suctioning and care; nasal and oral suctioning.
- Assist students with self-feeding, hygiene, grooming and dressing skills.
- Assist students in and out of holding or locomotive devices and on and off buses.
- Assist teachers in implementing behavior plans and working with students who may be persistently demonstrating such behaviors such as hitting, biting, scratching, and running.
- Assist teachers on field trips by helping students with physical needs, maintaining discipline
- Maintain and prepare records and perform clerical duties related to daily classroom routines, student assessment and grading, IEP meetings, and special education programs.
- Participate in communications with teachers, para educators, parents, and other members of the instructional team regarding the daily performance and other needs of students.
- Attend trainings as appropriate.
- Performs other related duties as assigned.

Working Conditions:
ENVIRONMENT: Classroom and school site, indoor and outdoor, may be required to travel from sites and to assist students with home/school transportation.

Qualifications:
Education and Experience:

Pending School Board Approval on 8/26/14

- High School diploma or equivalent.
- College coursework and/or training in psychology, child growth and development desired.
- At least one year paid or volunteer work with school age children is desired.

Knowledge of:

- Basic clerical procedures and record keeping techniques
- Interpersonal skills using tact, patience, respect and courtesy
- Basic first aid principles
- Correct English usage, grammar, spelling, and vocabulary

Ability to:

- Work with, understand and be empathetic to students who have a wide variety of disabilities
- Assume responsibility for supervising special education students.
- Lift and handle students to care for their physical needs.
- Perform clerical work.
- Work cooperatively and communicate effectively with students, staff, parents, and the general public
- Give and receive written and oral instructions
- Learn pertinent procedures and functions quickly and apply them under general supervision

Licenses and Other Requirements

- Must maintain current first aid and CPR certification.
- Must pass District exam to qualify for this position.

Physical Requirements:

Hearing and speaking to exchange information in person and on the telephone; physical mobility to assist students that includes moderate to heavy lifting. Examples of the types of activities that and their frequency are listed below.

Activity	Frequency		Activity	Frequency
Bend	4		Lift/carry 0- 5 lbs	4
Twist	4		Lift/carry 0- 15 lbs	4
Squat	3		Lift/carry 0- 30 lbs	3
Kneel	2		Lift/carry 0- 45 lbs	2
Climb	2		Stand	4
Reach above shoulder	3		Walk	4
Grip/Grasp	4		Sit	2
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	2
Ability to See	4		Ability to Hear	4

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Approval for the Para Education – Moderate Severe Job Description and Salary Range 35

For CSEA Carol Alvarez Date: 8/13/14

For CSEA Karen Perez Date: 8/13/14

For SLUSD _____ Date: 8.13.14

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