

## INSTRUCTIONAL PARAPROFESSIONAL II – SPECIAL EDUCATION

### DEFINITION

Under general supervision, perform a variety of follow-up instructional activities; assist in the conduct of training and learning activities with children experiencing special learning needs; work in a variety of instructional settings including the community; perform a variety of routine clerical and supportive activities for certificated personnel; and do other related work as required.

### ESSENTIAL FUNCTIONS

Assist certificated personnel with the presentation of learning materials and in the conduct of instructional exercises; tutor individual students and small groups of students with special learning needs to reinforce and follow-up learning and training activities; monitor and assist students in drill practice and study activities as a follow-up to the presentation of instructional lessons by certificated personnel; direct students into safe learning activities and functions, and assist in shaping of appropriate social behaviors; assist in the management of student behavior through the use of positive reinforcement strategies and techniques; assist in the preparation of a variety of instructional materials and learning aids; assist individual students and small groups of students in completing classroom assignments, answering questions, providing proper examples, support, and general guidance; assist in maintaining a variety of records and files, including confidential student records and information; operate and assist students in the operation of a variety of instructional media; monitor and assist in the remediation of specific learning problems; perform routine first aid which may include aiding children experiencing seizures or respiratory problems, requesting appropriate assistance for serious student injury or illness; maintain or assist in maintaining an orderly, attractive and positive learning environment; may assist physical therapy personnel in pursuing a prescribed therapy program, which may include limb manipulation, body movement and stretching; may assist in the development of communication skills with children who experience language and hearing disorders; assist children with braces and other mechanical apparatuses; lift and move children who are unable to provide assistance; assist where necessary with toileting and feeding responsibilities; may catheterize students when needed; follow certificated personnel lesson plans and may assist in preparation of plans based on certificated personnel direction and explanation of student academic needs; assist in the evaluation of the instruction and student progress and problems; prepare and maintain bulletin boards, interest centers, educational displays and teaching devices; straighten or organize classroom or other learning facility; may accompany students on field trips and outside the classroom and escort students to and from designated locations as assigned; may attend in-service training sessions and other school activities; respect confidential nature of student records and school reports.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs;  
Behavior management strategies and techniques relating to pupils experiencing atypical control problems;  
Methods, techniques and procedures for lifting and moving children incapable of providing assistance;  
Basic concepts of mathematics;  
Routine record storage, retrieval and management procedures.

Ability to:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature;  
Appropriately manage student behavior and guide student toward more acceptable social behaviors;  
Communicate effectively in oral and written form;  
Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;  
Understand and apply the basic concepts of child growth and development and possess a genuine liking for students;  
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment;  
Understand and follow oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students and community.

**EDUCATION AND EXPERIENCE**

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, special education, instructional technology, or a closely related field.

Experience:

One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

**REQUIRED LICENSES OR CERTIFICATES**

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Strength:

Moderate work, lifting, carrying or pulling children weighing up to 50 pounds.

Pre-placement Physical: Class I