

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: PARAEDUCATOR II****BASIC FUNCTION:**

Under the direction of an administrator, assist a certificated teacher to provide academic support and assist individual or small groups of students, with special learning needs in a general and/or special education classroom or other learning environment; reinforce instruction and learning experiences; monitor and oversees student drills, homework, practices and assignments in various subjects; perform routine clerical and supportive tasks for instructional personnel.

DISTINGUISHING CHARACTERISTICS:

This classification services students in the Mild to Moderate Classroom environment.

ESSENTIAL FUNCTIONS:

- Assist a certificated teacher in providing instruction to individuals or small groups of students with special learning needs in a general education and/or special education classroom environment.
- Reinforce instruction and learning activities for individual or small groups of students reinforcing instruction and learning activities as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; assist students in pull-out/push-in programs; collect and distribute assignments and instructional materials.
- Assist in the preparation of instructional materials and implementation of lesson plans, instructional exercises, Individual Education Plan (IEP), 504 Plan and/or Behavior Intervention Plan (BIP).
- Assist in shaping appropriate student behavior through positive reinforcement and other strategies; may assist in the collection and charting of student data.
- May assist in supporting the site character development plan.
- Perform a variety of clerical duties in support of classroom activities such as preparing, word processing, and filing instructional materials; maintain a variety of student notebooks, logs and files, including confidential student records, charts and other related information.
- Assist students in completing assignments and projects; explain and clarify instructional concepts; support student understanding of classroom rules and procedures.
- Assist in administering various test/assessment components.
- Assist students in the operation of a variety of instructional technology.
- May assist students with personal hygiene, feeding, toileting, diapering and changing; may include suctioning and catheterization under the direction of a District health professional.
- Assist students with performing and developing self-help, social and independent living skills.
- Perform specialized instructional assistance in areas of related service including, but not limited to: adaptive physical education, speech and language, and/or occupational therapy.
- Accompany special needs students to general education classrooms when needed for successful integration; assist general education teacher in adapting and modifying

classroom materials and instruction for use by students.

- Assist in loading and unloading students on and off vehicles; assist with securing safety harnesses; push students in wheelchairs; lift, move or position student's in and out of orthopedic equipment.
- Assist with student supervision.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Basic concepts of child growth and development, developmental behavior characteristics.

Basic subjects taught in all content areas.

Student behavior management strategies and techniques.

Basic instructional methods and techniques.

Applicable Education laws, codes, rules and regulations.

Social, behavioral, and academic needs of students with special learning needs.

Demonstrate a patient, receptive, and empathetic attitude towards students.

Maintain records and confidentiality of student information.

Assist students with feeding, dressing, toileting, diapering and grooming.

District organization, operations, regulations, policies and objectives related to position.

Communicate effectively both orally and in writing.

Operation of a variety of office equipment including a computer and software.

Assist with instruction and related activities in a classroom or learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Assist in the preparation of instructional materials and implementation of lesson plans.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Monitor student behavior according to approved policies and procedures.

Observe health and safety regulations.

Explain and interpret assignment directions to students.

Meet schedules and timelines.

Maintain records and confidentiality of student information.

Perform accurate mathematical calculations.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed and one (1) year of related experience.

LICENSES AND OTHER REQUIREMENTS:

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Video.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

Hear and speak to exchange information.

See to read a variety of materials and monitor student activities.

Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance