

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

Under the direction of an administrator, assist a certificated teacher to provide academic support and assist individual or small groups of multi-severely disabled, medically fragile, and behaviorally challenged students in a classroom or community based learning environment; reinforce instruction and learning experiences; monitor and oversees student drills, homework, practices and assignments in various subjects; prepare instructional materials and implement lesson plans; perform routine clerical and supportive tasks for instructional personnel.

DISTINGUISHING CHARACTERISTICS:

This classification services students in the Moderate to Severe immerse classroom environment. Paraeducator IV is distinguished from other instructional classification by the varying locations at which work is performed, absence of immediate supervision, the independent judgment exercised, and the special needs of the population served.

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 as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; collect and distribute assignments and instructional materials.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Assist in the preparation of instructional materials, lesson plans, instructional exercises and implementation of Individual Education Plans (IEP) and Behavior Intervention Plans (BIP).
- Reinforce individual or small groups of students, reinforcing instruction and learning experiences as directed by the teacher; monitor and oversee student drills, homework, practices and assignments in various subjects; assist students in pull-out/push-in programs. Collect and distribute assignments and instructional materials.
- Assist in shaping appropriate student behavior through positive reinforcement and other strategies; may assist in the collection and charting of student Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating 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 classroom assignments, homework and projects; explain and clarify instructional concepts; support student understanding of classroom rules and procedures.
- Assist in administering various test/assessment components.
- Under the direction of the administrator support the site character development plan.
- Assist students in the operation of a variety of instructional technology.
- Assist students with personal hygiene; assist students with eating activities; assist children with toileting, diapering and changing;-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; assist with securing safety harnesses; push students in wheelchairs; lift, move or position student's in and out orthopedic equipment..
- Provide community based instructional and behavioral support to students in a special education classroom, community based or work site environment.
- Assist in the development and implementation of job training models in the enhancement of student vocational, social and independent living skills.
- Reinforce independent living and self-help skills instruction to individual or small groups of special education students enrolled in the District's Life Skills program; assist students with performing and developing cooking, shopping, laundry, budgeting and cleaning skills; assist students in developing proper money handling and coin recognition.
- Perform routine first aid; respond to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day.
- Perform special feeding and positioning techniques as prescribed.
- Utilize a variety of assistive devices and mobility related equipment including standers, gait trainers, activity chairs, advancement chairs, Hoyer lifts, electrical lifts, advancement bikes, switches, automatic and manual wheelchairs and other related augmentative equipment.
- Provide direct one-to-one behavioral assistance to students with Autism utilizing the principles of Applied Behavioral Analysis (ABA), Treatment and Education of Autistic and related Communication-handicapped Children (TEACCH), Crises Prevention Institute Training (CPI) and Discrete Trial Teaching methods (DTT); perform DTT methods in a student's home environment in support of the District's Home ABA program.
- Apply strategies and techniques to foster self-reliance, social skills and the integration of individual or groups of students; assist in training students to use replacement behaviors and to develop social, coping and daily skills needed to function in the classroom and in social situations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Basic instructional methods and techniques.

Child guidance principles and practices related to students with various special learning needs.

Basic curriculum areas and subjects taught in local schools, including arithmetical, grammar, spelling, language and reading.

Applicable Special Education laws, codes, regulations, policies and procedures.

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

Social, behavioral and academic needs of students with special learning needs.
Behavior management strategies and techniques relating to students with various special learning needs.
Correct English grammar, spelling, punctuation and vocabulary.
Routine record-keeping techniques.
Operation of a computer and software.
Communicate effectively both orally and in writing in English.
Assist in the presentation and preparation of learning materials, instructional exercises, implementation of lesson plans and related activities in a classroom.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Assist with math, science, reading and writing activities.
Establish and maintain cooperative and effective working relationships with others.
Lift, move or position students in and out of orthopedic equipment and during classes as directed.
Demonstrate a patient, receptive, and empathetic attitude toward students.
Observe and control student behavior according to approved policies and procedures.
Operate standard office, classroom and playground equipment.
Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed and three (3) years of related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprints Clearance, and pre-employment Safety Videos.

PHYSICAL DEMANDS/HAZARD:

Dexterity of hands and fingers to operate standard office and classroom 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 and carry light objects
Pull and push carts, desks, tables and chairs.
Potential contact with blood and other bodily fluids.
Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.