

# FALLBROOK UNION HIGH SCHOOL DISTRICT PARAPROFESSIONAL I SPECIAL EDUCATION Position Description

## BASIC FUNCTION:

To assist, supervise and care for students in the Special Education Program under the supervision of a certificated Special Education Teacher; to provide assistance to Director of Special Education, School Psychologist, Speech and Language Specialist, and School Nurse in paraprofessional duties as assigned; to perform related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following: Other duties may be assigned.

- Assist special education teacher and other certificated personnel in academic instruction and preparation of instructional materials and vocational materials.
- May assist students individually or in small groups.
- May assist instruction in self-help skills and basic academics.
- Assist and support students in reading, math, science, and social studies.
- Assist students with remedial exercises and/or basic skills programs.
- Administer, score, and record non-standardized tests and papers as directed by the teacher.
- Assist students in finding current vocational and career field information by working closely with Career Center.
- Set up and operate audio-visual equipment and other teaching aids.
- Perform a variety of classroom related clerical services; answer phone, take messages, maintain state-mandated school records, file, provide computer data input, type letters as directed, handle attendance records, run duplicating equipment, assemble lesson material, procurement of supplies, preparation of charts, lists, labels, displays, bulletin boards.
- Assist in supervision of students during off-campus field trips.
- Assist teacher in creating and maintaining proper classroom environment.
- Attend professional growth seminars.
- Establish and maintain effective working relationships with students, instructional, administrative, clerical, and operations personnel.
- Perform other duties as instructed by the teacher.

## EDUCATION, EXPERIENCE, KNOWLEDGE & ABILITIES:

**Knowledge of:** The role as a paraprofessional in the implementation of educational services to students; reading, English-language arts, mathematics, and writing skills equivalent to high school graduates; basic child guidance and development principles and characteristics; appropriate student behavior management strategies and techniques; routine clerical and record keeping methods.

**Ability to:** Follow and carry out written and oral instructions provided by a teacher; interact positively with students, parents and school personnel; tutor individual and/or small groups of students; learn and implement

district safety and health procedures; learn district policies and procedures for managing and disciplining students; learn district policies and procedures for managing learning behaviors; use copy machines, computers and other equipment to prepare learning materials and resources; learn age-appropriate learning techniques; monitor and assist students in other learning environments such as libraries, computer labs, etc.; learn teacher developed behavioral strategies that increase student independence, motivation, and self-esteem; participate in regularly scheduled meetings with the teacher; score teacher generated reading, spelling and math tests accurately; file student information accurately; maintain confidentiality about all personal information, assessment results, medical history and other records concerning students and their family; communicate and demonstrate respect effectively while interacting with students and families from varying cultures; pass required examination.

**Education & Experience Required:** Graduation from high school and the ability to pass a rigorous assessment demonstrating knowledge and ability to assist in instructing reading, writing and mathematics. Experience working with handicapped youth or special education students is helpful. Ability to use a computer.

**Physical Requirements:** Vision abilities include close vision in the assistance of students with their learning tasks, following written directions and computer work; hearing and speaking to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard and other office equipment; ability to communicate so others will be able to clearly understand a normal conversation in person or by telephone; ability to hear and understand speech at normal levels in person or by telephone; ability to reach in all directions; bending and standing for long periods of time; ability to move about the school site; ability to occasionally lift and/or move up to 15 pounds.

**WORK ENVIRONMENT:**

Classroom and field environment.

**SUPERVISOR:** Director of Special Education/Site Administrator

**SALARY:** RANGE 10

**OVERTIME STATUS:** Non-exempt.