

Sacramento County Office of Education Job Description

Classification Title: Para-Educator, Extensive Support Needs

DEFINITION

Under supervision of the appropriate administrator and general direction of the special education teacher, assists in the instruction and care of students with extensive support needs, including self-care activities, assisting in management of student behavior, recordkeeping, instructional assistance, medical care, classroom organization, and interaction and communication with students, support staff, parents/guardians, and agencies.

DISTINGUISHING CHARACTERISTICS

The Para-educator, Extensive Support Needs serves in special education programs supporting a variety of students from three to twenty-two years of age with extensive support needs such as intellectual, emotional, behavioral, health, dual sensory (deafblind) and orthopedic support needs.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Medical/Health Assistance

Assists with personal hygiene skills: restroom use, including cleaning and undergarment changing, hand washing, and grooming; maintains restroom schedule; assists and instructs students in dressing and changing; assists and instructs students in eating skills; assists students with gastronomy tube feeding and other specialized feeding requirements; monitors student health, safety, and unique medical needs daily; notifies staff regarding changes in student's needs; performs specialized health care procedures according to an established Individual Specialized Healthcare Plan (ISHP) after initial training with a school nurse as allowed by law, including gastronomy tube feeding; provides proper positioning for students with physical or motor needs; administers medications and maintains records of medications as directed by school nurse and as allowed by law; monitors seizure signs and cares for students who may have seizures; works with students who may have chronic conditions according to established universal health care procedures to ensure personal and student safety; administers first aid and cardiopulmonary resuscitation (CPR) as needed; assists in the maintenance and inventorying of healthcare supplies and equipment.

Student Safety

Assists teacher by supervising activities during school day to maintain a controlled and safe environment for students and staff; identifies and reports unsafe environments; maintains a safe and healthy environment when out in the community; ensures personal and student safety pursuant to established procedures when working with students who may have infectious diseases; monitors students during yard and bus duty; assists students to and from buses in a safe manner; uses safety procedures when lifting students and when operating wheelchairs and other mobility equipment; communicates safety issues regarding students to teacher or administrator; implements school's emergency procedures; disinfects equipment and materials; sanitizes classroom, laundry, and dishes; keeps toxins and medications out of reach and locked; inspects equipment and monitors for minor repairs and preventative maintenance as needed; maintains awareness of school site safety plan, including fire drill procedures, lockdown procedures, earthquake preparation, and emergency contingency plan.

Program/Staff Support

Under direction of classroom teacher, assists in the preparation of materials for lessons and conducts one-

on-one and small group instruction in academic areas; assists teacher in the physical setup and cleanup of the classroom for group instruction, projects, and activities; assists teacher with daily and weekly lesson/work plans and follow-through; may provide instructional team with input for student programming and engagement; participates in team meetings to coordinate classroom goals; assists in using and preparing a variety of adaptive equipment and mobility programs following the instruction of the teacher and/or service provider; instructs students during community based instruction (CBI) and at vocational job sites; instructs students in appropriate social skills and in domestic skills such as clothes washing, dish washing, food preparation, etc.; develops and maintains work relationships to provide for inclusion; shares appropriate program information to assist in inclusion activities; in providing accessibility of curriculum to students, may need to utilize basic reading, writing, and math skills; preplans materials necessary for CBI and classroom; works cooperatively with a wide variety of students and staff in various settings; adapts tools/materials necessary to perform class activities in inclusive settings; assists teacher in implementing Individualized Education Program (IEP) goals; discusses IEP goals and plans with other staff to maintain consistency; follows daily instructional schedule; assists in acclimating substitutes and other support staff with classroom processes; carries out behavior management techniques according to student behavior plans and participates in plan development; observes students and monitors daily behaviors to support classroom order, and reinforces appropriate behaviors while in the classroom and in the community; assists staff in utilizing conflict resolution and crisis intervention; redirects inappropriate behavior; implements approved emergency behavior interventions, which may include physical restraint if necessary for classroom safety once trained or certified; attends trainings, in-services, and staff meetings as required.

Recordkeeping

Assists in maintaining accurate records and reports including attendance, academics, student progress data, anecdotal notes, individualized health care procedures, lunch count and money, Medi-Cal and health logs, and behavior management data; prepares, files, and maintains student files, emergency forms, and records; maintains and disseminates student accident and incident reports; assists teacher in ordering and maintaining the classroom supplies, equipment, and materials; may operate computer for preparation of schedules, documents, and record keeping; operates fax and copy machines.

Communications

Communicates effectively with students, school and support staff, bus drivers, district, and agency personnel; communicates with parents/guardians as directed; maintains a professional rapport with program staff; demonstrates sensitivity to needs of students, staff, and parents/guardians; maintains confidentiality of information regarding students; maintains logs; answers and directs phone calls; communicates with staff and public regarding student's individual needs when appropriate; may assist bilingual students and parents/guardians with interpretation or translation as appropriate.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a high school diploma or equivalent; any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children; previous experience working with children or adults with extensive support needs highly desirable.

Knowledge of

Basic reading, writing, and math, as identified by passing a proficiency test in those three areas; methods for assisting in the extensive support needs such as intellectual, emotional, behavioral, health, dual sensory (deafblind), and orthopedic support needs; basic clerical and recordkeeping procedures.

Skill and Ability to

Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms with individuals from diverse backgrounds; successfully supervise students; follow instructions with minimal direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; work in a team environment; adapt to individual needs of teachers and students and work with interruptions; adapt to changing conditions as needs dictate; respond quickly to emergency situations; work with students and staff; understand and maintain confidentiality of student information; perform general clerical duties including recordkeeping and filing; support and

encourage students with extensive support needs; ability to stand for long periods of time; ability to lift and position students; ability to push students in wheelchairs and assist with other adaptive equipment; basic signing skills desirable in some programs for nonverbal students; be trained and updated in first aid and CPR, safety/security and behavior management procedures, and the use of alternative feeding techniques; change diapers or undergarments and assist with restroom use for all ages; work with students with chronic conditions; assist students in use of computers in classroom; operate standard office and classroom equipment including computers and standard videoconferencing platforms; be trained in the use of various adaptive equipment for students.

Certification

Possession of a valid certificate indicating training and proficiency in the use of cardiopulmonary resuscitation (CPR); Incumbent must obtain the certificate prior to completion of the probationary period.

Revision approved by the Personnel Commission 8/13/24
Former title: Para-Educator, Severely Handicapped Program
Revision approved by the Personnel Commission 3/10/15
Revision approved by the Personnel Commission 5/13/08
(Title change from Para-educator II Severely Handicapped Program)
Revision approved by the Personnel Commission 2/13/02
(Title change from Instructional Assistant II)
Approved by the Personnel Commission 3/17/9