

---

## PARAPROFESSIONAL SPECIAL EDUCATION

---

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom environment; assist in the preparation of instructional materials and implementation of instructional activities; perform related clerical duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Instructional Assistant-Special Education/Severely Handicapped provide instructional support, health and hygiene services to students classified with severe learning, emotional or behavior disabilities and are trained to provide assistance with specialized health care procedures and feeding activities.

### **REPRESENTATIVE DUTIES:**

#### ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction to individual or small groups of special education students in a classroom environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning instructional activities and modify materials to meet student needs; provide instructional support to various teachers as assigned.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist students with personal hygiene including dressing, washing and grooming; assist students with eating activities; toilet students and change diapers and soiled clothing as needed; lift students in and out of wheelchairs; position or re-position students as needed, including placing them in therapeutic equipment; assist students with performing and developing independent living, social and self-help skills as assigned.

Assist students with developing motor skills; lead and oversee games, activities and movement education as assigned; assist with buttons, snaps and zippers.

Provide assistance for student feeding activities including tube feeding and other specialized health care procedures; perform clean and sterile catheterizations, tracheostomy suctioning, ostomy care, natural drainage, percussion and similar procedures as required.

Provide general medical assistance and health care to special education students as assigned by the position; administer first aid and CPR according to established procedures as needed; assist with or notify appropriate personnel or outside agencies of emergency medical conditions such as anaphylactic shock, seizures and other serious medical conditions.

Observe and control behavior of students in the classroom according to established policies and procedures; monitor students during outdoor, eating and various other activities as assigned; restrain students as needed according to established guidelines and procedures; monitor and report progress regarding student performance and behavior.

Assist with the implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives; report related progress.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials as assigned; grade student tests, quizzes and assignments; record grades as required; assist with administering and monitor students during tests.

Maintain various records and files related to students, progress, assignments, homework and assigned activities as required.

Operate a variety of classroom and office equipment such as copiers, audio-visual devices, overhead projectors, computers and assigned software.

Escort students to and from classes, offices and other locations; take notes and obtain assignments for students as required; accompany and assist students in mainstreamed classes as assigned.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.

Attend and participate in various meetings and in-service training activities as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Problems and concerns of students with special needs.

Safe practices in classroom and outdoor activities.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

**ABILITY TO:**

Assist with instruction and related activities in a classroom environment.

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

Assist in the preparation of instructional materials and implementation of instructional activities.

Perform a variety of clerical duties such as preparing, typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and relate to children with special needs.

Provide student assistance with daily living and health care activities as assigned.

Perform intensive medical assistance and interventions.

Demonstrate an understanding, patient and receptive attitude toward special education students.

Observe health and safety regulations.

Maintain records and files.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent;

Experience working with children with special education needs in an organized setting is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certifications issued by an authorized agency.

Must possess an Auburn Union School District Instructional Assistant Proficiency Certificate.

District facilitated training in accordance with Education Code section 49422 and 49423.5 (before feeding tube and other specialized health care procedures are performed) within the probationary period.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

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

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling adaptive equipment and children up to 50 pounds;

Occasionally lift and/or move more than 50 pounds with assistance;  
Reaching overhead, above the shoulders and horizontally.

**HAZARDS:**

Exposure to bodily fluids, blood-borne pathogens and infectious diseases as assigned by the position.  
Contact with anti-social, dissatisfied or abusive individuals.

Board Approved 10/12/2022

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**

---

---