

Madera Unified School District Classified Job Description

Paraprofessional - Physically Impaired

Purpose Statement

The job of Paraprofessional - Physically Impaired was established for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision and instruction of severely special needs students; observing and documenting student progress; implementing plans for instruction; and assisting students by providing for special health care needs.

This job reports to site Principal or designee.

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. diapering, tube feeding, colostomy bags, medication, etc.) for the purpose of meeting immediate health care needs and/or developing children's daily living activities and behavioral skills.
- Assists students in a variety of ways (e.g. eating/feeding, hygiene, health and safety issues, transportation, PE, speech and language, etc.) for the purpose of maximizing the educational opportunities and student success at school.
- Assists students with mobility issues (e.g. braces, wheelchair, crutches, walking, lifting, repositioning, etc.) for the purpose of moving students within educational settings.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, and parents (e.g. teachers, parents, counselors and/or participates in IEP meetings, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements.

- Monitors student(s) during assigned periods within a variety of school environments (e.g. lunch, bus stops, playground, classroom, field trips, public transportation, assemblies, kitchen, etc.) for the purpose of maintaining a safe and positive learning environment.
- Participates in the implementation of IEP goals for the purpose of meeting IEP goals and/or district benchmarks.
- Provides instruction as directed by teacher to individuals or small groups in a variety of areas (e.g. cognitive, gross and fine motor skills, feeding skills, self-help skills, behavior control, etc) for the purpose of assisting student(s) in meeting learning goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to

perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience One year of experience working with children in a specialized learning environment.

Education High School diploma or equivalent.

If opening is for Preschool; minimum of six units in the field of Child Development/ Early Childhood Education.

Completion of forty-eight units from a nationally accredited college or university, or A.A. degree or higher; or the passage of a local assessment test

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Continuing Educ./Training

Meet NCLB requirements
CPR/First Aid

Certificates

Valid CDL
CPR/First Aid Certificate

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance
Physical Demands(B)

FLSA Status
Non Exempt

Approval Date

Salary Range
Classified Salary Schedule – Range 24