

# JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT  
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

**\*\*\* PERMANENT DISTRICT EMPLOYEES ONLY \*\*\***

Job #252

March 9, 2019

## PARAEDUCATOR-SPECIAL EDUCATION

Salary \$14.55 - \$17.76 (Range 219)

### EXAMPLES OF DUTIES

Primary responsibility is direct support to students with special needs; participates in activities planned by the teacher; assists in the preparation and development of instructional, training activities and materials; assists the teacher in class activities based on specific instructions; assists the teacher in maintaining a neat and orderly classroom environment by keeping materials and equipment organized; assists the teacher in maintaining a good learning atmosphere by using effective teaching and behavior management techniques; under direct supervision of the teacher may assist with assessing student needs; provides the teacher their general impressions and observations of students they work with; works with students individually, in small groups, whole group or learning centers planned by the teacher and provides instruction to students; assists and maintains records of attendance, behaviors, performance and goals and objectives as directed by the teacher; may assist with classroom technology, adaptive devices and equipment; assists with social skills; assists with toileting, diapering, dressing, and hygiene; keeps an organized and clutter free restroom and/or changing area; administers emergency treatment when necessary; may take children into the community; may assist children to feed themselves; may be assigned in more than one special education/regular education (mainstreaming) classroom; assists with playground and lunch supervision; works cooperatively with students, classroom teachers, special education teachers, specialist, other special education staff, and administration while performing assigned duties and responsibilities; perform bus aide responsibilities based on IEP requirements; attends all in-service training; reinforces lessons with small groups of learners; assists teacher in crisis intervention and discipline; participates in IEP and other program planning meetings at the request of the teacher; and performs other job related work as required.

### MINIMUM QUALIFICATIONS

#### License:

A valid California Driver's license.

#### Knowledge of:

The general needs and behavior patterns of children; safe work practices; correct English usage, spelling, grammar and punctuation; the needs and concerns of children with a variety of special needs; and perform general clerical duties at the request of supervisor.

#### Ability to:

Understand and anticipate the needs of children; operate classroom technology equipment; understand and follow oral and written instructions; establish and maintain effective working relationships with children and adults; maintain professionalism and confidentiality; show competence and assist with academic skills, e.g. reading and math; and communicate orally with correct language usage.

#### Skills:

Read and understand instructions, follow and give clear directions; work independently and make decisions within the framework of established guidelines; adapt to individual needs of teachers and students and work with interruptions; identifying and responding quickly to emergency situations in a calm and resourceful manner; ability to learn computer skills to assist students in the use of computers in classroom; and be trained in the use of various equipment; establishing and maintaining cooperative working relationships with those contacted in the course of work.

#### Experience:

Recent experience in working with groups such as youth groups, child centers, or playgrounds and/or experience requiring organizational skills is desirable.

#### Education:

Proof of High School Diploma or equivalency and proof of an A.A. degree, or 48 college units, or pass the Paraeducator Exam.

### WORK YEAR/BENEFIT

This is an **11 month (Student Calendar), 6.0 hour per day position** at **MOFFITT ELEMENTARY SCHOOL**. **The hours are 7:40 AM – 2:10 PM**. Person selected will receive full benefits.

### APPLICATION PROCEDURE

Please apply via [EdJoin.org](https://www.edjoin.org) at <https://www.edjoin.org/Home/DistrictJobPosting/1147439>. The deadline for submitting an application is **MARCH 15, 2019 by 4:00 PM**. A test may be given.

**A.D.A. REQUIREMENTS ON REVERSE SIDE**

**An Equal Opportunity Employer**

## PARAEDUCATOR - SPECIAL EDUCATION

### A.D.A. REQUIREMENTS

#### **Physical, Mental and Environmental Demands:**

##### **Physical:**

Sitting, walking level surface, reaching, bending, use of both legs; wrist/arm motion, grasping/holding, use of both hands, regularly lift 1-15 lbs., occasionally lift 26-40 lbs., regularly carry/push 1-15 lbs., occasionally carry/push 26-40 lbs., color vision, near vision, use of both eyes, sense of smell, normal hearing, distinguish sounds in transmission, speaking.

##### **Mental:**

Occasional stress of emergencies, normal work standards stress, ability to work with interruption, reading, interpreting policy, memorize and recall objects, people, analyze problems and generate alternatives.

##### **Working Conditions:**

Occasional exposure to sun, occasional wetness, dust, occasional exposure to childhood disease.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

**Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying:** The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p><b>Title IX Coordinator (Nonstudent Issues):</b> Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p><b>Title IX, Title VI, and Title VII Coordinator (Student Issues):</b> Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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