

Magnolia School District

PARA-EDUCATOR/SPECIAL DAY CLASS MILD-MODERATE/BILINGUAL

DEFINITION

Under supervision of site administrator or designee and direction of an SDC classroom teacher, reinforces instruction to individuals or small groups of mild-moderate SDC students in a classroom or other learning environment. Provides instructional support and performs clerical duties as assigned. Translates, writes, and converses in a language other than English for parents and teachers as required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assists teachers with instruction of students by use of small groups, learning centers, and individualized reinforcement of specific areas of learning; assists in the implementation of behavior procedures and strategies;
- Observes and controls behavior of students according to approved procedures; communicates progress regarding student performance and behavior;
- Assists teachers in providing instructional materials to individuals by reading and explaining instructions, answering questions, and encouraging students to complete assignments;
- Assists students in all curriculum areas including: reading, phonics, math, spelling, creative writing, and art instruction;
- Reinforces learning concepts in instructional areas;
- Promotes self-help skills where needed, and encourages questions and responses to stimulate learning;
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- Assists teacher preparation of lessons by preparing materials;
- Assists teachers by completing routine documents and forms required for classroom activities including: attendance, lunch count, homework, charting, and tallying of individual plan goals;
- Completes forms; corrects papers;
- Supervises children on the playground or in the cafeteria;
- Attends meetings and conferences as needed;
- Operates a variety of District and educational technology equipment;
- Provides oral and written communications, acts as an interpreter for limited or non-English speaking persons;
- Provides tutoring or other assistance such as lesson preview/review in a language other than English;
- Performs any of the duties required in a language other than English as necessary;
- Performs related work such as: lifting, toileting, and related work as required;
- Accompanies students on field trips;
- Administers medication;
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Goals and objectives of the education program, particularly related to students with disabilities;
- Correct English usage, spelling, grammar, and punctuation, and basic mathematics;
- Principles and procedures of record keeping including current educational technology;
- Special education student needs;
- Student behavior management strategies and techniques;
- Acceptable child development and behavior;
- Safe practices in classroom and playground activities;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Deal effectively with special education students;
- Learn methods and procedures to be followed in an IEP program;
- Understand problems of non-severe students and how to solve them;
- Understand and carry out oral and written instructions;
- Learn methods and procedures to be followed in an instructional program;
- Communicate effectively in oral and written form;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public;
- Interact effectively with children and staff;
- Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
- Read, write, and speak (fluently) in English and a language other than English as identified by the district;
- Perform routine clerical tasks and operate a variety of audio visual equipment;
- Keep data collection, counts and records;
- Be able to assist in lifting students (50 pounds);
- Become certified in First Aid;
- Become certified in CPR.

Experience:

- Paid or volunteer experience that demonstrates an ability to work successfully with children with mild-moderate special needs.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied
- Pass a rigorous District Bilingual test.
- Must meet one of the following: (1) an Associates Arts degree or higher; (2) completed at least two years of study at an accredited institution of higher education with a minimum of 48 general education units; (3) pass an approved Highly Qualified assessment test that demonstrates knowledge of and the ability to assist in teaching, reading, writing and mathematics.

DESIRABLE QUALIFICATIONS

- Ability to type at the rate of 30 words per minute;
- A certificate of completion of an approved instructional assistant course.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods and could require the person to run after a student. Other locations may be mostly standing and moving from classroom to classroom.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 26

Revised: 11/15/99; 1/08/01; 4/28/08; 5/15/14; 02/2017

Approved: 03/2017

EQUAL OPPORTUNITY EMPLOYER
