

**Central Valley School District  
Job Description #508**

**TITLE            Paraeducator – Special Education**

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**GENERAL SUMMARY**

Provides direct and indirect educationally related services to disabled students and assists the Special Education Teacher in creating a positive learning environment to facilitate the personal, social and intellectual development of students. This position pertains to resource as well as self-contained instructional programs, and students enrolled in regular classrooms. All Paraeducator positions may include instructional and supervisory duties.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Paraeducator may perform all or a combination of the following:

1.     Work cooperatively with students, classroom teachers, special education teacher/s, specialist/s, parent/s, and administration while performing assigned duties and responsibilities.
2.     Provide instruction to disabled students in areas of educational remediation as assigned and supervised by the responsible special education teacher.
3.     Provide assistance to the special education teacher in such activities as developing instructional materials, managing student performance, monitoring results and recording data, etc., managing behavioral problems.
4.     Respond appropriately to any special medical needs such as seizures, respiratory, etc.
5.     Supervise playgrounds, parking lots, commons, and halls utilizing good judgment.
6.     Enforce safety regulations on campus and in building.
7.     Enforce school discipline policies and procedures.
8.     Take care of and assist in minor injuries.
9.     Make sure unauthorized persons are not on the campus.
10.    Work with the appropriate building administrator in establishing punishments and/or restrictions.
11.    Work with appropriate building administrator on parking or safety issues.
12.    Assist with lunch supervision.
13.    Perform other duties as required by the Building Principal.

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**OTHER FUNCTIONS**

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**REPORTING RELATIONSHIPS**

This position reports to the Building Principal/Designee/Special Education Teacher

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### **MENTAL DEMANDS**

Required to deal with a wide range of student behaviors and academic abilities, which may include distraught or difficult students; required to understand and communicate with students with widely diverse language and cultural backgrounds.

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### **PHYSICAL DEMANDS**

Potentially exposed to ordinary infectious diseases as carried by students; exposed to student noise levels. May be required to lift up to 50 pounds.  
Required to work outdoors in inclement weather; required to stand for prolonged periods; required to hold equipment in proper position for varying lengths of time; may occasionally be exposed to recklessly operated vehicles.

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### **QUALIFICATIONS**

1. High school diploma or equivalent.
2. AA degree, 2 years of college level credits or passing score on the Washington State ETS Parapro Praxis test. **Proof of one of these must be submitted prior to close of job posting.**
3. Passing score on the Scheig Paraeducator Assessment test.
4. Demonstrated interest in working with disabled students.
5. Demonstrated ability to communicate clearly and work effectively with students, staff, and parents.
6. Must pass district required paraeducator assessment test.
7. Must be able to read, write, compute, and voice.
8. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
9. Willingness to participate in inservice and related paraprofessional growth activities, as appropriate.
10. Willingness to receive instruction and/or supervision from the assigned special education teacher as it relates to providing educational services to the disabled student.
11. A current first aid card is required.

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### **CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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### **UNIT AFFILIATION**

PSE – Paraeducators

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### **CLASSIFICATION HISTORY**

Revised 06/95  
Revised 07/03  
Revised 12/03  
Revised 09/05  
Revised 01/06  
Revised 02/18  
Revised 03/19