

**Central Valley School District  
Job Description #510**

**TITLE            Paraeducator – Special Education Pre-School**

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**GENERAL SUMMARY**

Provides direct and indirect educationally related services to disabled students as assigned/supervised by the Special Education Teacher. This position pertains to both resource as well as self-contained instructional programs. All Paraeducator positions may include instructional and supervisory duties.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Paraeducator - Special Education Pre-School 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 related data, etc., managing behavioral problems.
4.     Assist in basic or beginning self-help skills such as bathrooming and/or changing diapers, feeding, dressing, combing hair, buttoning, zippering, chewing, swallowing, brushing teeth.
5.     Observe and utilize reasonable and professional medical/safety precautions to include positioning children in a safe and secure manner in adaptive equipment, and transferring orthopedically disabled children to and from different equipment including toilets.
6.     Respond appropriately to any special medical needs such as seizures, catheter, respiratory, etc.
7.     Supervise playgrounds, parking lots, commons, and halls utilizing good judgment.
8.     Enforce safety regulations on campus and in building.
9.     Enforce school discipline policies and procedures.
10.    Take care of and assist in minor injuries.
11.    Make sure unauthorized persons are not on the campus.
12.    Work with the appropriate building administrator in establishing punishments and/or restrictions.
13.    Work with appropriate building administrator on parking or safety issues.
14.    Assist with lunch supervision.
15.    Perform other duties as required by the Building Principal/Program Coordinator.

**REPORTING RELATIONSHIPS**

This position reports to the Building Principal/Designee/Program Coordinator

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**MENTAL DEMANDS**

May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors; required to deal with a wide range of physical and emotional disabilities; may occasionally deal with distraught or difficult students.

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**PHYSICAL DEMANDS**

Potentially exposed to ordinary infectious diseases carried by students; exposed to student noise levels; required to lift, move and position students and equipment; playground supervision and bus loading requires working outdoors in inclement weather; required to attend to students' personal hygiene; may be exposed to biting behavior; may need to take precautions to avoid exposure to student bodily fluids and cleaning or disinfecting compounds; required to work in non-routine positions for extended periods.

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.
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 testing in reading, language, spelling, and math.
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 09/05  
Revised 01/06  
Revised 02/18  
Revised 03/19