

ParaEducator Job description

BELMONT-REDWOOD SHORES SCHOOL DISTRICT
Office of Human Resources

PARAEDUCATOR– FULL INCLUSION

DEFINITION

Under the administrative supervision of the school principal and under the direct supervision of a full inclusion teacher helps implement lessons and support inclusion students.

ESSENTIAL DUTIES

Specific duties shall be designated by the certificated employee to whom the ParaEducator has been assigned. These duties shall be designed so as to complement the instructional program and to maximize the learning opportunity for the inclusion student. The scope of the responsibility and complexity of duties assigned to this position are with direction from the certificated employee.

Responsibilities and duties may include but not be limited to implementing instructional procedures and recording evaluative student performance data in general education classes and community settings; facilitating and supporting social interactions and fostering the development of positive relationships between students with disabilities and their non-disabled schoolmates; utilizing positive strategies to manage student behaviors; assisting other instructional team members (i.e., teacher, therapist, parents and administrators) to provide direct services and as a member of student planning teams; supporting students to be active participants on field trips and school assemblies or productions; assisting all students by modeling appropriate behavior and attitudes and providing emotional support and general guidance; as appropriate, assisting with health care to students under the direction of the District nurse; assisting student with daily personal necessities such as eating, toileting and personal hygiene; performing CPR and First Aid when required; performing clerical duties as needed; and attending meetings and participating in inservice training as assigned.

DESIRED QUALIFICATIONS

1. High School diploma or general education degree (GED).
2. Demonstrates tolerant, accepting attitude toward all students and communicates respectfully and effectively with students and other staff members;
3. Demonstrates willingness to carry out teacher-designed instructional procedures;
4. Demonstrates a commitment to provide the assistance needed for students to be successful members of general education classrooms;
5. Ability to learn systematic instructional procedures and record keeping systems; strategies to facilitate social relationships between the students with disabilities and their non-disabled schoolmates; collaborative teaming skills; and positive management techniques for small groups in classroom, school, and community settings;
6. Good English skills.
7. Ability to write routine reports and correspondence.
8. Ability to speak effectively with parents, faculty, staff, students, and community members with a variety of ethnic backgrounds.
9. Ability to define problems, collect data, establish facts, and form valid conclusions.
10. Ability to exercise sound judgment and work effectively under pressure.

11. Ability to develop and maintain rapport with students, staff, and school officials.
12. Ability to maintain an above average attendance record.
13. Ability to work in a one-to-one close relationship with inclusion students working in the classroom and attending to some personal student needs.
14. Any combination of training and experience which will demonstrate the knowledge and abilities listed above.
15. Possession of a valid CPR and First Aid certificate.

PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; and talk or hear. The employee is occasionally required to stand and walk.
2. Physically handicapped students may need assistance in transferring from wheelchairs.
3. The employee may be required to lift and move books, reams of paper, and files from one level to another.
4. The employee is required to hear at a distance of up to 20 feet.
5. The employee is required to have clarity of vision for varying distances.

WORK ENVIRONMENT

1. The noise level in the work environment is usually moderate.

Job Type: Part-time

Salary: \$20.94 - \$24.25 per hour

Benefits:

- 403 (b)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

To apply please email HR@BRSSD.ORG or call 650-637-4800 x1012