

**LIBERTY UNION HIGH SCHOOL DISTRICT
PARAPROFESSIONAL/SPECIAL EDUCATION**

DEFINITION

Under supervision, support students with instructional activities as required in Individual Education Plan (IEP); to provide intensified learning experiences for students in assigned areas; to provide a variety of clerical and supportive tasks for certificated personnel and students; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this classification are distinguished by the majority of time being devoted to the support of students with disabilities in all settings; learning center activities, and student interaction; clerical activities which relieve teachers from necessary routine and non-instructional duties comprise a portion of the assignment. Assists in maintaining records of the special education student such as IEP's. Individual should be self-motivated, patient, understanding, with a strong desire to help students succeed.

EXAMPLES OF DUTIES

Assist instructional provider with a variety of work related to meeting the needs of special education students including, but not limited to, testing, recordkeeping, contacting parents and teachers, and working with general education teachers; maintain positive classroom environment while the instructional provider remains on campus but is temporarily called away, provide tutoring services with students on core curriculum; supervise and assist in the Resource Center and other learning environments with classroom assignments and computers; assist with setting up and maintaining files for all special education students within special classrooms; assists with modifying materials and implementing instructional/behavioral management strategies for special education students in main stream settings; monitor and assist students in activities such as reviewing lessons and instructions that have been given by the teacher; oversee and supervise students during classroom activities and field trips; monitor resource centers and other learning environments and assist students referred for specific purposes; assist with classroom management; collect, assemble, and distribute resource materials; may assist bilingual/bicultural students in school activities.

QUALIFICATIONS

Knowledge of:

- Student behavior and characteristics;
- Monitoring and motivating students;
- Correct English usage, punctuation, spelling and grammar;
- High school general education curriculum;
- Simple recordkeeping and clerical skills;
- Basic computer skills;
- Organizational skills;
- Understand Individualized Educational Program (IEP) implementation, requirements and laws;
- Understand students' disabilities/capabilities.

Ability to:

- Assume responsibility for supervising students in the absence of teacher as specified by California Ed Code;
- Speak clearly and distinctively;
- Maintain confidentiality on and off campus especially around students;
- Learn and utilize standard teaching aids and basic technology;
- Listen, lead and follow;
- Perform simple clerical work and make simple arithmetical calculations;
- Understand and carry out oral and written instruction;
- Maintain cooperative and effective work relations with students and adults;
- Perform basic computer input;
- Work and learn independently.

Experience:

Experience in working with school age students is preferred.

Education:

Equivalent to the completion of the twelfth grade, preferably supplemented by course work in child care, psychology/guidance, instructional technology, and any specific subject area for which paraprofessional application is made;
Title I compliant as required by the Every Student Succeeds Act (ESSA) and/or the Liberty Union High School District.

License Requirement:

Possession of valid California driver's license.