

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Bilingual Paraeducator I

DEFINITION:

Under the general direction of the site administrator and Special Education Coordinator, and in cooperation with the classroom teacher(s), performs the necessary duties to assist in a specialized education area with students who have minimal behavior, physical and/or medical needs.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Assists the classroom teacher in maintaining classroom control and in assigned instructional areas to designated students. Interacts with students, encourages their performance, observes progress, and meets instructional needs as they arise
- Works with students in small groups or on a one-to-one basis, to reinforce basic skills or to supplement classroom work
- Assists in classroom management
- Shares observations of students with the classroom teacher(s)
- Under the direction of certificated personnel, assists in various aspects of program implementation and classroom work, including administering tests, correcting and grading student work, and the recording of information
- Participation in staff meetings, conferences, and other trainings
- Assists in the preparation of materials and lesson plans
- Obtains supplies and necessary equipment for classroom activities
- Assists in a variety of activities related to the daily operations of the classroom, such as roll call, lunch count, absences, and out-of-classroom errands
- Assists physically handicapped students with their equipment (wheelchairs, scooters, walkers, etc.)
- Monitors individual progress of students and discusses problems and improvements with teacher(s)
- Participates in student related and/or teacher meetings, when requested
- Maintains confidential informational and operational records and files
- Under direction of classroom teacher, communicates regularly with parents/guardians
- May be responsible for feeding, toileting, dressing, and assisting students in independent skills development
- Maintains necessary records, including data collection and copying materials.
- Performs other related work as required

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Methods and attitudes required in working with children who have specialized needs
- Correct English usage, punctuation, spelling and grammar, and basic math
- Routine record keeping
- Safe work practices and proper lifting techniques

ABILITY TO:

- Facilitate individual student development
- Assist special need students in developing peer relationships
- Successfully perform the physical requirements of the position
- Understand the needs of physically, emotionally and educationally challenged students
- Maintain the confidentiality of school related information
- Maintain cooperative relationships with those contacted in the course of work
- Understand and carry out oral and written instructions
- Relates positively to students, staff, and the public
- Learn and follow the practice, rules, and regulations of the District and to the school to which assigned
- Lift up to fifty pounds on a regular basis and occasionally lift in excess of fifty pounds
- Communicate in Spanish

EXPERIENCE:

- At least two (2) years experience working in an educational setting which provides direct instruction to students

EDUCATION:

- High School diploma or equivalent. (California law requires that all instructional assistants (aides) pass proficiency tests in reading, language usage and math, equivalent to a graduating senior of the attendance area high school.)
- Red Cross recognized first aid certificate or successful completion of a first aid course within three (3) months after employment
- Possess or obtain CPR certificate

DESIRABLE QUALIFICATIONS

- Training and/or experience in working with special needs students
- Ability to communicate in Spanish

PHYSICAL DEMANDS

WORK POSITION (PERCENTAGE OF TIME):

Standing: Frequently Walking: Frequently Sitting: Frequently

BODY MOVEMENT (FREQUENCY):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting: **3** Bending: **3** Pushing and/or Pulling: **1**

Reaching Overhead: **2** Kneeling or Squatting: **2**

LIFTING REQUIREMENTS:

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

0-10 lbs.: **3** 11-25 lbs.: **2** 26-50 lbs.: **2**

51-75 lbs.: **2** w/ assistance 76-100lbs.: **1** w/ assistance

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