



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>PARAEDUCATOR - BILINGUAL</u>			
DEPARTMENT/SITE:	School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	18 per 2021/2022 Schedule
		WORK YEAR:	11 Months (Days vary)
REPORTS TO:	Principal or assigned administrator	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the supervision of an assigned administrator and direction of a credentialed staff member, assist in the instructional program for students in a variety of educational settings; provide instruction and support student growth and be a positive role model to students in basic living skills, social interactions, and academic development; provide written and oral translation for staff, students and parents in their designated second language as needed. The incumbents in this classification assist in providing students with educational and behavioral support which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

This class assists in the instructional program in a variety of settings, providing instruction and supporting student growth in basic living skills, social interactions, and academic development. It also provides support by providing written and oral translations for staff, students, and parents in their designated second language as needed. It is distinguished from the **Behavior Intervention Specialist - Bilingual** class which assists in developing, implementing, and modeling behavior and instructional support plans to meet individual student needs.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Apply and refine skills required to instruct and assist students in the classroom, small groups, and individually in academic activities, basic living skills, and other learning activities using a variety of programs under the direction of the certificated staff member; assist the teacher in adapting or modifying curriculum and instruction to meet the unique needs of individual students.

Assist in implementing the student's Individualized Education Plan (IEP) objectives.

Assist in administering academic assessments; work with classroom teachers and other instructional personnel in assisting students in regular education classrooms as assigned.

Assist in organization and preparation of instructional materials; correct student work; record appropriate data.

Assist teachers with the supervision of pupils in the classroom and on the playground; participate in physical education activities and swimming as assigned; assist students in getting on and off school buses;

supervise

students in the absence of the teacher; use positive behavior management strategies; take children on community vocational training trips.

Lift and assist students in the use of adaptive equipment, including in/out of wheelchairs, playground equipment, bathrooms, and other school facilities.

Upon successful completion of training and under the supervision or direction of a licensed healthcare provider assist with specialized healthcare procedures, with the exception of tracheal suctioning; assist students with activities of daily living which may include feeding, diapering, and toileting as assigned.

May support in-home or virtual instruction to parents and students in the assigned program, such as the infant/toddler program under the direction of the supervising teacher.

Operate audio-visual, classroom, and office equipment in support of learning activities.

Provide written and oral translation for staff, students, and parents in a designated second language as needed.

Assist in scheduling students for pullout instruction and with in-service programs as assigned; provide guidance and support to students in the assigned learning environment as appropriate.

Under the direction of service providers, assist in implementing physical therapy, speech and language, and strategies and techniques to support academic, social-emotional, and behavior development.

Administer first aid and CPR as required.

Assist in maintaining a clean and safe environment for students and staff.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance and child development principles and practices.

Basic subjects taught in District schools.

Implement evidence-based instructional strategies

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Positive behavioral interventions and supports, ABA/Discrete trial, pivotal response, and sensory strategies.

Interpersonal skills including tact, compassion, patience, and courtesy.

Oral and written communication skills in English and a designated second language.

Classroom procedures and appropriate conduct.

Basic record keeping and data collection methods.

Computer/Chromebook usage and related software

ABILITY TO:

Instruct individual and small groups of students with diverse learning and social/behavioral needs in academic subjects, physical education, activities of daily living and other assigned instructional areas.

Provide support and assistance to a teacher in implementing instruction designed to support students in making progress in identified goals.

Provide medically-related assistance to students with special physical needs.
Answer questions and assist students in a variety of academic subjects.
Maintain up-to-date CPR and first aid certificates.
Utilize Positive Behavior Interventions and Supports according to established guidelines.
Maintain confidentiality.
Communicate effectively with students, staff, and parents in English and a designated second language.
Establish rapport with physically, emotionally, and learning-disabled students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and some experience working with disabled children in an organized setting and experience translating materials and interpreting in English and a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Valid California driver's license and have the ability to qualify and maintain District vehicle insurance.

Some positions in this class may require employee to drive personal vehicle to assist students at more than one school during the workday.

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Walking, sitting, or standing for extended periods of time.
Bending at the waist, kneeling, or crouching to assist students.
Restrain students who become physically aggressive.
Hearing and speaking to exchange information and make presentations.
Seeing to read assignments and monitor student activities.
Pushing, pulling, lifting, and carrying supplies and equipment.
Reaching overhead and above shoulders.
Regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds with assistance.
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.
Potential exposure to physical injury from aggressive behavior.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 03/02/93; Rev 04/97; Revised (Ewing) 6/12
5/22 Revised / Retitled (EH&A / MGT Consulting) / PC & GB: 09/2022