

# **Sacramento County Office of Education Job Description**

## **Classification Title: Para-Educator, Mild/Moderate Needs**

### **DEFINITION**

Under the supervision of an administrator and general direction of a classroom teacher, assists the teacher in the instruction and supervision of students with mild/moderate needs including assisting in the implementation of positive student behavior strategies, recordkeeping, providing instructional supports, supporting campus safety and security, classroom organization, and interaction and communication with students, support staff, parents/guardians, and agencies.

### **DISTINGUISHING CHARACTERISTICS**

The Para-Educator, Mild/Moderate Needs serves in special education programs supporting a variety of students from kindergarten to twenty-two years of age with mild/moderate support needs such as academic, behavioral, and/or social emotional support needs to ensure academic success.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Student Safety and Behavior Management**

Assists teacher by observing and supervising classroom activities to promote positive student outcomes, empower students to be independent learners, and maintain a safe environment for students and staff; monitors students during bathroom breaks, lunch time, and field trips; assists with supervising students during yard duty and ensures rules are followed and activities are appropriate; ensures that students board and deboard correct buses or other modes of transportation; observes student behavior, maintains awareness of student activities, and communicates with staff concerning student conduct, affiliation, and potential behavior issues; communicates expectations, evaluates student behavioral support needs, and provides interventions to redirect behavior; assists in implementing student behavior intervention plan; enforces dress code as-needed; assists staff in utilizing conflict resolution and crisis intervention; implements approved emergency behavior interventions, which may include assisting in physical restraint if necessary and appropriate for classroom safety once trained or certified; maintains awareness of school site safety plan, including fire drill procedures, lockdown procedures, earthquake preparation, and emergency contingency plan; attends trainings, in-services, and staff meetings as required.

#### **Classroom/Academic Support**

After initial instruction by teacher, facilitates one-on-one and group instruction in support of academic or career technical learning areas; assists instructional team in supervising students participating in physical education; assists students with self-help and social skills and models appropriate behavior for students; assists in supervising students during field trip and extra-curricular activities; assists students in peer and cross-age tutoring; in providing accessibility of curriculum to students, may need to utilize basic reading, writing, and math skills; corrects student work under direction of classroom teacher; assists students in using classroom technology; assists students with inclusion into campus activities and, when appropriate, into general education classroom; maintains site morale; adapts materials and equipment to meet specific needs and learning styles of students; tracks student assignments and communicates progress with teacher; assists teacher in physical setup and cleanup of classroom for group instruction, projects, and activities; may provide instructional team with input for student programming and engagement; prepares bulletin boards; supports teacher with lesson implementation; provides first aid/cardiopulmonary

resuscitation (CPR) as needed when properly certified; maintains awareness of physical and emotional changes in students and reports concerns to teacher or child protection services when appropriate; ensures personal and student safety pursuant to established procedures when working with students who may have infectious diseases; attends in-services and staff meetings as required.

### **Recordkeeping**

Assists teacher in maintaining accurate records and reports including attendance records, student progress data, emergency information, student files/records, and various related forms; completes student accident and incident reports; assists teacher in ordering and maintaining classroom supplies, equipment, and materials.

### **Communications**

Communicates with students, school and support staff, and bus drivers; communicates with parents/guardians as directed; develops and maintains a professional rapport with school and support staff; maintains confidentiality of information regarding students; may assist bilingual students and parents/guardians with interpretation or translation.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Possession of a high school diploma or equivalent; any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children; experience working with children or adults with mild/moderate needs highly desirable.

### **Knowledge of**

Basic reading, writing, and math, as identified by passing a proficiency test in those three areas; basic clerical and recordkeeping procedures; general methods for supporting students with mild/moderate behavioral and emotional needs.

### **Skill and Ability to**

Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms with individuals from diverse backgrounds; provide student supervision; follow instructions with minimal direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; work without immediate supervision in direct one-on-one and small group instruction; work in a team environment; support the implementation of student behavior intervention plans; correct student work under direction of classroom teacher; travel to different sites as directed by administrator; adapt to individual needs of teachers and students and work with interruptions; respond quickly in emergency situations; understand and maintain confidentiality of student information; perform general clerical duties including recordkeeping and filing; support and encourage students with mild/moderate needs; demonstrate sensitivity to needs of students, staff, and parents/guardians; stand for long periods of time; be trained and updated, safety/security and behavior management procedures; assist with physical restraints; operate and assist students in the use of standard office and classroom equipment including computers and standard videoconferencing platforms.

Revision approved by the Personnel Commission 8/13/24

Former title: Para-Educator

Revision approved by the Personnel Commission 3/10/15

Revision approved by the Personnel Commission 5/13/08

(Title change from Para-educator I)

Revision approved by the Personnel Commission 2/13/02

(Title change from Instructional Assistant I)

Approved by the Personnel Commission 3/17/97