

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR – SPECIAL EDUCATION - ASL

BASIC FUNCTION:

Assists teacher(s) and/or other certificated personnel by performing a variety of instructional support duties to individual or small groups of Special Education pupils in a classroom or resource environment encompassing a range of physical, emotional, intellectual, and communication disabilities for severely and non-severely handicapped pupils; assists in the establishment and maintenance of appropriate classroom and site behavior; performs specialized language translation for students in the Special Education program who may be deaf and/or hard of hearing, who utilize American Sign Language (ASL) as the primary modality of communication; performs a routine of clerical tasks as assigned.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from other Para

Assists the teacher in establishing and maintaining a clean, safe, and cooperative classroom and learning environment.

Assists in organizing learning environments; prepares and sets up instructional materials and/or equipment for use in classroom activities; maintains instructional material and equipment. Assists teachers in implementing the course of study through one-to-one and group instruction; accompanies or assists students to and from school bus or other transportation and in moving to and from activities on school site.

Assists in the supervision and monitoring of students during lunch, r9 (s)6.6 (Th8b(ran)1e)7.9 fTh8b.1 (s)9.8 (.3 (.7 (

Assists students with personal hygiene functions including toileting, diapering, eating, dressing and other self-help skills.

Under direct or indirect supervision of school nurses, may provide routine and/or backup one-to-one physical health care and assistance to a severely medically or neurologically disabled student including tube feed, suctioning, and proper positioning of students in specialized equipment, etc.

Administers medications according to physician orders with parent permission and under the direct or indirect supervision of a licensed professional nurse. (a) 3613 (n) 0.7 (d) 0.8 .7 (d) 0.9 (i) 3.3 23.2 (n) 0.78 (d) 3.3 (c) 4.9 (h) 3.0.7 (o) 7e)-6 (c)-4 (l)-3.2 (

Maintain a variety of records related to the activities and operations of assigned special education classroom/programs in a confidential manner where appropriate.

Assists severely disabled students with personal hygiene and grooming functions such as toileting, feeding, tube feeding, and/or suctioning in a proper manner.

Recognize and report safety hazards; learn, understand, and adhere to laws, rules, practices, and procedures related to public education for pupils and those related to the program which is assigned.

Exercise tact, diplomacy, and good judgment in dealing with students.

Maintain confidentiality of records and discussions.

Assist teachers and administrators in dealing with behavioral incidences.

Meet the physical requirements necessary to safely and effectively perform required duties, including lifting students weighing up to 50 pounds into and out of wheelchairs and special equipment.

WORKING ENVIRONMENT:

Approximately 95% of the time performing job duties is spent indoors, within a classroom environment. While performing the duties of this job, constantly exposed to risk of trip and fall (over wheelchairs, walkers, IV stands, Hoyer lifts, crutches, etc.).

Noise level in the work environment is usually moderate. Approximately 30 minutes each day is spent at bus loading area where noise is extremely shrill and loud.

The temperature of the work environment is moderate and ranges from 65 – 80 degrees.

MACHINES, TOOLS, AND EQUIPMENT:

Seldom (1-5%): automobile.

Occasionally (6-33%): copier, fax, and computer.

Frequently (34-66%): writing instruments and telephone.

Frequently (34-66%): hand-crank Hoyer lift, IV stands and tubes for feeding and medication.

TRAVEL:

This job class requires minimal routine travel within close proximity to the regular assigned work location.

Approved by the Personnel Commission: July 14, 2021

Revised 5/11/22



Marisa Perry
Director – HR/Classified Personnel Services

Date: 05/11/22