



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 4042
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Paraeducator – DHH Early Intervention

GENERAL PURPOSE

Under supervision, participates in Parent Infant Education and Support (PIES) early intervention classroom and activity set-up, preparation, and clean-up; interacts with children and encourages positive learning in assigned areas; assists in maintaining an organized, clean, and safe learning environment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Paraeducator – DHH Early Intervention provides routine assistance and support to a teacher providing early intervention educational services to infants and toddlers who are deaf or hard of hearing. The incumbent provides assistance in the classroom as well as support for home visits with parents and families. Paraeducator – DHH Early Intervention is distinguished from other DHH Paraeducator classes in that the incumbent is in an early intervention classroom serving toddlers and infants who are deaf and hard of hearing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Assist in monitoring children's classroom activities to facilitate success in meeting Individualized Family Service Plan (IFSP) goals; with teacher's direction, guidance, and supervision, work and interact with individual or small groups of children in classroom on assigned learning activities or projects to encourage positive learning; and assist with students' personal hygiene and grooming needs, including toileting, changing diapers, and changing clothes in the event of accidents.
2. Participate in classroom and activity set-up, preparation, and clean-up; organize, distribute, and collect supplies and materials; set up and put away equipment and toys; and prepare, duplicate, and/or laminate a variety of classroom materials.
3. Assist in maintaining a clean and safe learning environment; check the classroom to ensure cleanliness and safety; and monitor children to prevent injuries; clean, wash, and sanitize toys, equipment, supplies, and materials.
4. Assist teachers during home visits with parents/family members and during other assigned interactions; and schedule, confirm, cancel, and re-schedule teacher home visit appointments with families.

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- Sort, duplicate, and file records and documents in student or office files; pull files upon request; prepare and update student and office records and files; retrieve, duplicate, and distribute copies of records, documents, and materials; and prepare, generate, and submit weekly schedules and student attendance reports.

OTHER DUTIES

- Provides back-up support to school and program clerical staff.
- Attends a variety of meetings and training sessions as assigned.
- Performs CPR and first aid as required.

QUALIFICATIONS

Knowledge of:

- Basic methods and practices and methods of instruction, care, and supervision of young children.
- Unique needs of deaf/hard of hearing students.
- Basic concepts of child development and behavior patterns of young children.
- Procedures and practices of classroom safety.
- Orange County Department of Education (OCDE) policies, procedures, practices, and applicable program requirements related to areas of responsibility.
- Correct English usage, including spelling, grammar, punctuation, and pronunciation.
- CPR and first aid.

Ability and Skill to:

- Assist in creating and maintaining a safe learning environment.
- Encourage learning in infants and toddlers who are deaf or hard of hearing.
- Communicate clearly and effectively, orally and in writing.
- Organize, set priorities, and exercise sound judgment within areas of responsibility.
- Interpret, apply, and reach sound decisions in accordance with OCDE, program, and department policies and procedures.
- Understand and follow written and oral instructions.
- Deal with sensitive and difficult situations.
- Establish and maintain effective working relationships with teachers, parents, students, OCDE administrators, staff, and others encountered in the course of work.
- Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is one (1) year of experience working with children in an organized setting, preferably involving the provision of services to young

children who are deaf or hard of hearing, and one of the following; or an equivalent combination of training and experience:

- Completion of at least two (2) years of study at a college or university; OR,
- An Associate of Arts degree; OR,
- Satisfactory completion of an approved paraeducator test; OR,
- Demonstration of a rigorous standard of quality through a state or local assessment, including knowledge of and the ability to assist in instruction in reading, writing, and mathematics.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

Obtain valid CPR and First Aid certifications within six months of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification often lift students and carry materials or equipment. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. This position includes the need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Must pass a pre-employment physical examination related to job duties or assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use basic math; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with parent's or family members, children, teachers, therapists, OCDE staff, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee works in a classroom setting or home environment, and the noise level is occasionally moderately loud.