



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

**Class Code: 4042  
Date Adopted: July 1, 2008**

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

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**Paraeducator – DHH Early Intervention**

**GENERAL PURPOSE**

Under supervision, participates in 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/families.

Paraeducator – DHH Early Intervention is distinguished from other DHH Paraeducator classes in that the incumbent is in an early intervention program/classroom serving toddlers and infants who are deaf and hard of hearing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Assists in monitoring children's classroom activities to facilitate success in meeting Individualized Family Service Plan (IFSP) goals; with teacher's direction, guidance, and supervision, works and interacts with individual or small groups of children in classroom on assigned learning activities or projects to encourage positive learning; assists with students' personal hygiene and grooming needs including toileting, changing diapers, and clothes in the event of accidents.
2. Participates in classroom and activity set-up, preparation and clean-up; organizes, distributes, and collects supplies and materials; sets up and puts away equipment and toys; prepares, duplicates, and/or laminates a variety of classroom materials.
3. Assists in maintaining a clean and safe learning environment; checks the classroom to ensure cleanliness and safety; monitors children to prevent injuries; cleans, washes, and sanitizes toys, equipment, supplies, and materials.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

4. Travels to and assists teachers during home visits with parent's/family members and during other assigned interactions; as assigned, schedules, confirms, cancels, and re-schedules teacher home visit appointments with families.
5. Sorts, duplicates, and files records and documents in student or office files; pulls files upon request; prepares and updates student and office records and files; retrieves, duplicates, and distributes copies of records, documents, and materials; prepares, generates, and submits weekly schedules and student attendance reports.

### **OTHER DUTIES**

1. Provides back-up support to school/program clerical staff.
2. Attends a variety of meetings and training sessions as assigned.
3. Performs CPR and First Aid as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Basic methods and practices and methods of instruction, care, and supervision of young children.
2. Unique needs of deaf/hard of hearing students.
3. Basic concepts of child development and behavior patterns of young children.
4. Procedures and practices of classroom safety.
5. OCDE policies, procedures, and practices and applicable program requirements related to areas of responsibility.
6. Correct English usage, including spelling, grammar, punctuation and pronunciation.
7. CPR and first aid.

#### **Ability to:**

1. Assist in creating and maintaining a safe learning environment.
2. Encourage learning in infants/toddlers who are deaf or hard of hearing.
3. Communicate clearly and effectively, orally and in writing.
4. Organize, set priorities, and exercise sound judgment within areas of responsibility.
5. Interpret, apply, and reach sound decisions in accordance with OCDE, program, and department policies and procedures.

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**Ability to: (cont.)**

6. Understand and follow written and oral instructions.
7. Deal with sensitive and difficult situations.
8. Establish and maintain effective working relationships with teachers, parents, students, OCDE administrators, staff, and others encountered in the course of work.
9. 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 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 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 30 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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

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### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral communication skills; read and interpret and/or translate information; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; work on multiple, concurrent tasks with frequent interruptions; and interact with parent's/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 the essential functions.

The employee works in a classroom setting or home environment, and the noise level is occasionally moderately loud.