



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

**Class Code: 4004  
Date Adopted: July 1, 2008**

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

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**Paraeducator – Special Education**

**GENERAL PURPOSE**

Under general supervision, works one-on-one and/or in small groups with and supervises assigned student(s) who have moderate to severe learning, emotional, physical, and/or behavioral disability(ies) in a classroom, community, and/or vocational jobsite setting; observes, monitors, and records student performance and behavior; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Paraeducators – Special Education are responsible for following established guidelines and providing respectful, appropriate care, instruction, and supervision to one or more student/s ranging in age from 18 months-22 years with moderate to severe emotional, mental, and/or physical disabilities. Incumbents assist in implementing student/s IEPs in order to foster productive learning and life skills and to provide students with a variety of positive learning and socialization experiences. Assignments may be on a long-term and/or as-needed basis to a designated classroom/s and/or to provide one-on-one care and assistance to a particular student, as determined by student/s' IEP and OCDE requirements. Typically, assignments focus on providing care for one of the following: medically fragile student/s, students with significant behavior issues, student/s in adult transitional programs or pre-school student/s in OCDE autism early intervention programs.

**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. Consistent with assigned student/s Individual Education Plans (IEPs) and under close supervision of applicable teachers/specialists; follows and implements plans and protocols to assist and support students in meeting IEP goals and objectives in assigned areas of need, including academic/ readiness skills, communication skills, motor skills/sensory motor integration, social/emotional/ behavioral skills, pre-vocational/vocational skills, self-help, recreational, functional, and/or daily living skills; keeps students focused and on-task; works one-on-one or with small groups of assigned student/s in classroom, jobsite, on campus and/or community settings; works closely and consults with teachers, psychologists, therapists, parents, and administrators in implementing plans and protocols.
2. Attentively observes student/s and accurately documents and reports student/s progress toward meeting established IEP goals and objectives; maintains and records detailed, accurate data sheets, notes/logs, and other documentation to summarize student activities, progress, and achievements; may compile data and perform basic calculations to track student IEP goal/objective progress.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

***Based on student/s' specific needs/IEPs and as directed by supervising teacher/s and/or assigned therapists/specialists, performs one or more of the following:***

3. Monitors assigned student/s behavior and provides behavior modification, within established guidelines and requirements in classroom and/or community settings, dependent on assignment; redirects and modifies problematic and disruptive behavior and models appropriate behavior; reinforces positive behavior; ensures student/s do not disrupt classroom/jobsite or community outing activities, including identifying, averting, or de-escalating potentially difficult or stressful situations for student/s; implements student behavior management plans, as necessary; may provide long-term, one-on-one support and assistance to and supervision of a student with severe behavioral issues in a classroom or community setting.
4. Under the direction and in-service instruction of a licensed nurse, provides care and assistance to meet the medical needs of students, some of whom may be extremely medically fragile; administers medication as directed and required; administers feedings by properly inserting, using, and/or removing feeding tube supplies and/or equipment; ensures student safety during seizure/s, according to established guidelines and requirements; operates trachea suctioning equipment, pulse oxygen monitoring machine, nebulizers, and/or other specialized medical equipment for assigned student/s; properly and completely documents medications administered, seizure activity, pulse oxygen rates, blood sugar levels, and other required medical information.
5. Ensures assigned students receive adequate nutrition; assists in feeding student/s; instructs student/s on feeding/drinking skills and proper nutritional habits; monitors assigned student/s to ensure that nutrition, allergy, and other related limitations are carefully complied with during meal/snack times; may assist in regular and/or special meal preparation, as assigned.
6. Provides physical assistance to assigned student/s in a variety of classroom, physical education, recreational, and other activities; physically positions student, as necessary; properly lifts non-ambulatory student to/from wheelchairs and/or appropriate positions in adaptive equipment, such as standers, lifts, and modified chairs; instructs, supervises, and encourages ambulatory students to engage in regular physical education activity/ies, such as walking, weightlifting, biking, jumping rope, and running in/on school facilities/tracks; may assist APE teacher with swimming pool activities; assists in providing physical and occupational therapies, as directed.
7. In assigned classroom, school, and/or community settings; assists with student self-help, personal hygiene, and grooming needs including: dressing, hair care, dental hygiene, and toileting; changing diapers; and cleaning students, clothes, and surrounding areas in the event of accidents.
8. Provides one-on-one or small group instruction to students in academic areas; tutors and works with students on assigned academic skills/subjects; prepares, assembles, and/or adapts learning materials/equipment to meet student individual academic needs/abilities; may attend and provide one-on-one support and assistance to assigned student/s in general education class/es.
9. Provides one-on-one or small group assistance and support to students in community-based settings; accompanies, instructs, and monitors students on community-based instructional outings, work programs, and/or field trips; provides appropriate learning materials and prompts to meet students' individual needs/abilities in these areas.
10. Provides support and instruction to and interacts with assigned students utilizing various communication/visual aid tools, systems and equipment, such as voice boxes, PECS and/or basic sign language, as required and in compliance with student IEPs.

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

11. Provides ongoing supervision of assigned students; provides discipline within the scope of OCDE policies and guidelines as needed; supervises student during meal and other breaks; escorts student/s outside the classroom; assists student/s to enter and leave school bus/es; ensures student/s attend all classes and recreational activities.
12. As directed, prepares, organizes, arranges, and/or sets-up instructional materials/equipment for classroom/lesson use; sets up and prepares classroom bulletin boards, work areas, displays, and exhibits; prepares and modifies learning materials according to individual student needs; distributes and collects instructional materials and supplies; may assist in researching, developing, and/or generating lesson and/or arts and crafts activities for students; prepares and maintains a variety of student records and files; duplicates or laminates materials.
13. Assists in maintaining a clean, orderly, and safe learning environment; checks the classroom and other designated areas to ensure cleanliness and safety; assists in cleaning and straightening the classroom and other designated area/s; provides basic first aid to students as needed; washes dishes and sanitizes mealtime surfaces and eating utensils/tools; launders bedding, clothing, and supplies, as assigned.

## **OTHER DUTIES**

1. Attends a variety of meetings and training sessions as required.
2. Perform CPR and First Aid as required.
3. May serve as a bus attendant for assigned students.
4. May provide verbal and written translations between non-English speaking parents/family members and teachers/staff, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods and practices of child guidance, especially as they relate to moderately to severely emotionally, mentally, and/or physically disabled special education students.
2. Methods and practices of behavior modification and the implementation of behavior modification plans.
3. Methods and techniques of conflict resolution.
4. Basic medical procedures, terminology, and supplies/equipment used to care for medically fragile individuals.
5. Proper lifting and positioning techniques for non-ambulatory students.
6. Basic subject matter areas taught in District schools, including mathematics, grammar, spelling, language, and reading.
7. Uses and operations of standard communication/visual aid tools and devices commonly used by this student population.
8. Procedures and practices of classroom, school grounds, and community safety.
9. Correct English usage, including spelling, grammar, punctuation, and pronunciation.

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## **QUALIFICATIONS (cont.)**

10. Administrative practices and procedures, including record keeping and filing practices and procedures.
11. CPR and First Aid.

### **Ability to:**

1. Assist and encourage students in developing self-help and independence with regard to social and daily living skills, including eating, dressing, toileting, and personal grooming.
2. Use behavior modification and modeling techniques and methods to discourage disruptive and problematic behavior and facilitate positive social learning.
3. Operate and use assigned medical supplies and equipment in providing care for medically fragile students; participate in and demonstrate understanding of related in-service training.
4. Lift, restrain, and discipline students according to approved policies and procedures.
5. Recognize individual student learning needs and adapt materials/assignments to facilitate learning.
6. Organize, set priorities, and exercise sound judgment within areas of responsibility.
7. Organize and maintain confidential student records and files.
8. Communicate clearly and effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Deal with sensitive and difficult situations.
11. Establish and maintain effective working relationships with OCDE management, administrators, faculty, staff, parents, students, and others encountered in the course of work.
12. 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 severely emotionally, mentally, and/or physically disabled special education children in an organized setting; 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:**

OCDE in-service or other training and certification as required to meet the needs of assigned student/s.  
Obtain valid CPR and First Aid certifications within six months of employment.

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## **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 class, an employee is regularly required to stand, walk, and sit; talk or hear, both in person and by telephone; use hands to finger, handle, or feel objects or controls; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist, and chest level; and smell. 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, depth perception, color 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.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and/or with constant interruptions; and interact with students, some of whom may engage in potentially dangerous and/or abusive behavior; District management, administrators, faculty, staff, parents, 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.

Employees typically work in a classroom setting, and the noise level is moderately quiet. Employees also work in community-based and school yard settings where the noise level can be very loud.