

**LIBERTY UNION HIGH SCHOOL DISTRICT**  
**PARAPROFESSIONAL/ SPECIAL EDUCATION & SPECIALIZED NEEDS**

**GENERAL DESCRIPTION**

The Special Education & Specialized Needs paraprofessional assists the classroom teacher by providing instructional support to students with mild/moderate disabilities, and related work as necessary to meet the specific needs of the students and provides instructional, clerical, or physical services as directed in a regular or special education classroom(s) for student(s) with physical, educational or behavioral disabilities; and perform all other related duties as assigned.

**EXAMPLE OF DUTIES**

Assist instructional provider with a variety of work related to meeting the needs of special education students including, but not limited to, testing, recordkeeping, contacting parents and teachers, and working with general education teachers; maintain positive classroom environment while the instructional provider remains on campus but is temporarily called away, provide tutoring services with students on core curriculum; supervise and assist in the Resource Center/ExCEL Lab and other learning environments with classroom assignments and computers; assist with setting up and maintaining files for all special education students within special classrooms; assists with modifying materials and implementing instructional/behavioral management strategies for special education students in main stream settings; monitor and assist students in activities such as reviewing lessons and instructions that have been given by the teacher; oversee and supervise students during classroom activities and field trips; assist with classroom management; collect, assemble, and distribute resource materials; may assist bilingual/bicultural students in school activities. Provide assistance to designated student(s) in activities designed by regular or special education teachers, specialists, or consultants; assist group learning exercises in a variety of subject areas, assists with the evaluation of student progress including academic, behavior and IEP related goals; assist student with implementation of program and IEP goals including implementing modified lesson plans, **assists with the** administration of medications, social interaction with non-disabled peers; supervise student(s) in the classroom, lunchroom, common activity area, and on field trips; assist with specialized health care plans of specific students.

**QUALIFICATIONS:**

**Knowledge of:**

- Student behavior and characteristics;
- Monitoring and motivating students;
- General classroom procedures and equipment;
- First aid and safety procedures;
- Methods of motivation and child guidance;
- High school general education curriculum;
- Simple recordkeeping and clerical skills;
- Basic computer skills;
- Organizational skills;
- Understand Individualized Educational Program (IEP) implementation, requirements and laws;
- Understand students' disabilities/capabilities.
- Good communication skills with parents, staff and community;
- The use of medical devices and/or computers needed to assist students;
- Use of assistive and/or adaptive equipment.
- Correct English usage, spelling, grammar, and punctuation;

**Ability to:**

- Maintain the trust and confidence of students;
- Function independently and follow guidance and directions of consultants and staff;
- Maintain cooperative relationships with students and adults;
- Maintain confidentiality on and off campus especially around students;
- Manage time to accomplish multiple tasks and meet deadlines;
- Communicate effectively both orally and in writing;
- Mobility to regularly walk, stand, stoop, reach and bend.
- Read, write, and communicate in English;
- Be acutely aware of student's needs and staff concerns;

Problem-solve with good judgment, as well as implement independently the student's (IEP);  
Learn proper operation of assistive devices for computers and medical equipment;  
Act responsibly in emergency situations.  
Perform a variety of clerical tasks

**Training and Experience:**

Some experience working with disabled students is highly desirable; equivalent to the completion of the twelfth grade, preferably including or supplemented by courses in psychology, child development, or closely related fields; possession of basic first aid and CPR may be required to complete specific health care training sessions.

**Education:**

Title I compliant as required by the Every Student Succeeds Act (ESSA) and/or the Liberty Union High School District.

**License Requirement:**

Possession of valid California driver's license;  
Complete CPR and First Aid training.

**Driving record satisfactory to the District:**

- **No DUIs; reckless driving or hit and run violations**

Approval by:  
LUHSD Governing Board of Trustees  
**05/13/2020**

CLASSIFIED SALARY SCHEDULE  
RANGE: 41