

**LIBERTY UNION HIGH SCHOOL DISTRICT  
PARAPROFESSIONAL/GATEWAY (Transition)**

**DESCRIPTION**

As a member of the Gateway staff, under the supervision of the site administrator, the Transition Paraprofessional assists students with moderate to severe disabilities within the classroom as well as supervises students in the community and at job sites and provides a wide variety of academic, emotional and behavioral support services designed to assist students in the transition to the world of work and gainful employment. The paraprofessional assists the classroom teacher by providing instructional support to students identified with moderate to severe disabilities, which include duties specific to working with severely multiply handicapped or medically fragile students, and related work as necessary to meet the specific needs of the students.

**EXAMPLES OF DUTIES**

Provide assistance to designated student(s) in activities designed by 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; drives students in district van/sedan for community based instruction and school activities; supervises students and provides on the job training; assists students in speech development, cognitive and behavioral skills, self-help activities, gross and fine motor skills, social-emotional development, and vocational skills; assist student with implementation of program and IEP goals including implementing modified lesson plans, feeding, toileting, performing bodily care chores, assists with the administration of medications, social interaction with non-disabled peers; supervise student(s) in the classroom, lunchroom, common activity area, and on community based instructional outings; assist with specialized health care plans of specific students.

**QUALIFICATIONS**

**Knowledge of:**

- General needs and behavior of students with special needs;
- General classroom procedures and equipment;
- Applied behavior management techniques in a classroom setting;
- First aid and safety procedures;
- Methods of motivation and child guidance;
- Proper lifting techniques;
- 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;
- Lift, push, or pull as required with assistance;
- Mobility to regularly walk, stand, stoop, reach and bend.
- Read, write, and communicate in English;
- Work well in a fast paced environment;
- Be acutely aware of student's needs and staff concerns;
- Be sensitive to students' physical needs;
- Apply behavior analysis techniques;
- 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 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 Every Student Succeeds Act (ESSA) and/or the Liberty Union High School District.

**Experience:**

Some experience dealing with high school special needs students preferred.

**License and Other Requirements:**

- Complete First Aid and CPR training;
- Possess a valid California Motor Vehicles Operators License;
- Driving record satisfactory to the District:
  - No DUIs; reckless driving or hit and run violations.

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

CLASSIFIED SALARY SCHEDULE:  
RANGE: 43