

MONTEREY COUNTY OFFICE OF EDUCATION

INSTRUCTIONAL PARAPROFESSIONAL III

CLASSIFICATION: Classified

SALARY LEVEL: 39.5

WORK YEAR:

DEFINITION:

Under the general direction of the Principal, the Instructional Paraprofessional III is responsible for a significant portion of the overall education and guidance of students and non-instructional duties; Instructional Paraprofessional III staff may be assigned to substitute in the absence of the primary teacher; Instructional Paraprofessionals are assigned to various instructional settings.

INSTRUCTIONAL SETTINGS:

Special Education Special Class/Self Contained:

- Students with moderate/severe disabilities primarily instructed in a self-contained classroom located on a general education campus or a special school

Alternative Education Court Schools:

- Students incarcerated in Juvenile Hall/Youth Center receive group instruction

Alternative Education Contract Learning and Community Schools:

- Students receive small group instruction in a facility serving students who have been placed on suspended expulsion, expelled from their home district, are truant or on probation and who cannot attend a general education campus

SUPERVISOR:

Principal

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Provides instruction to students, taking full responsibility for significant portions of the curriculum, without the direct guidance of a teacher; with proper certification, Instructional Paraprofessional III staff shall be assigned as the “substitute teacher” in the primary teacher’s absence

- Performs other job related tasks as assigned
- Communicates with students using speech appropriate to the student's level of understanding including but not limited to, verbal, picture/symbol systems, technology, functional signs, and entry level sign language
- Plans and prepares activities, equipment and materials; shifts or alters activities to regain students' interest and attention; supervises students as directed
- Assists in the management and housekeeping of the classroom
- Track student eligible medical support and input data
- Complete forms, logs and paperwork required for MediCal reporting
- Assists certificated staff in administering a variety of formal and informal assessments.
- Collects and reviews student data such as strengths, methods, strategies best used in support of goals.
- Assists in ensuring a safe environment and responsible for classroom management and discipline in the absence of the teacher
- Participates with a team in the implementation of behavioral and treatment plans
- Administers and scores mandated student tests; monitors and evaluates student progress and completes records accurately
- Supervises students as directed
- Organizes room displays, bulletin boards and interest areas appropriate to the student's goals
- Participates physically with students in activities as needed; attends meetings as called by supervisor
- Assists in providing snack and meals during school day as mandated by student educational programs
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

Special Education Special Class/Self Contained:

- Provides specialized health care procedures as assigned
- Administers medication as prescribed and directed by supervisor
- Accommodates special needs of students such as toileting and diapering
- Assists teachers with the supervision of students on and off the bus, at recess, meals, on field trips and other times as needed
- Assists in mainstreaming students
- Rides school bus and assists with students to monitor medical and behavioral problems

DUTIES SPECIFIC TO ALTERNATIVE EDUCATION:

- Works directly with the teachers to help modify curriculum or develop alternate curricular ideas for assigned students
- May provide one-on-one tutoring on a pull-out basis
- Assists in the instruction of students in the use of educational and non-educational software
- May attend student study team meetings
- Participates in adopted behavior management system

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and classroom equipment; vision sufficient

to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups of students; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead, sit on floor, climb and move quickly or run after a child in an emergency situation; physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive a vehicle, and respond to emergency situations; physical strength sufficient to lift a student weighing 45 pounds and 100 pounds with assistance; physical stamina sufficient to stand or walk throughout student recess periods; physical, mental and emotional tolerance to be exposed to noise generated by students in an enclosed environment; physical tolerance to be exposed to dust pollen specific agents/ chemicals, cleansers, and foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Bachelor of Arts or Sciences Degree AND
- Emergency 30-Day Substitute Teaching Permit OR
- Teaching Credential
- Specialized training appropriate for area of assignment

Knowledge of:

- First Aid Universal health precautions
- Strong English verbal and written communication skills including spelling, grammar and punctuation

Skills and Abilities:

- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English clearly and concisely, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities
- Physically participate in activities outside the classroom such as: vocational training, mainstreaming, recreational activities and field trips
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by student
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Operate a variety of office machines including computers
- Analyze situations accurately and adopt an effective course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Handle information in a discreet and confidential manner
- Exercise reasonable judgment in unusual circumstances
- Analyze situations accurately and adopt an effective course of action
- Understand and carry out oral and written directions
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Work both independently and function effectively within a team setting
- Perform First Aid or CPR when necessary

Special Education Assignment:

- Provide specialized health care procedures as outlined by State regulations (training will be provided)

Desirable Qualifications:

- Coursework in education, psychology, child development, classroom behavior management and/or Early Childhood Education
- Experience working with students
- Awareness of developmental levels in areas of instruction

Licenses and Certifications:

- Possession of an appropriate valid California Driver's License with evidence of insurability
- First Aid
- Complete approved MCOE Crisis Intervention Program within six (6) months of employment and maintains valid certification

Special Education Assignment:

- CPR Certification within six (6) months of employment
- Hearing Impaired Program: MCOE sign language test

Available Pay Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE
- There is a 5% pay differential for Specialized Health Care Procedures if assigned to specific students and trained by MCOE
- There is a \$500 stipend for certification and willingness to administer emergency medications/procedures as defined by contract.