

MONTEREY COUNTY OFFICE OF EDUCATION

INSTRUCTIONAL PARAPROFESSIONAL ONE-TO-ONE

CLASSIFICATION: Classified

SALARY LEVEL: 32.5

WORK YEAR:

DEFINITION:

Under the direction of the Principal, the Instructional Paraprofessional, One-to-One, performs a variety of duties in support of instructional activities for students who are enrolled in special education moderate/severe programs and/or mainstream classrooms. Students who require one-to-one support require extensive assistance throughout the day in order to access their curriculum.

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 direct instruction under the guidance and instruction from the classroom teacher
- 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 appropriate educational activities according to lesson plans and ensures a safe environment for the student
- Participates with other staff and team members regarding the implementation of behavioral and treatment plans
- Tracks student eligible medical support and input data
- Completes 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.
- Monitors and evaluates student progress and completes records accurately
- Provides specialized health and behavioral support as assigned
- Administers medication as prescribed and directed by the classroom teacher or school nurse
- Accommodates the special needs of students such as toileting and diapering

- Supervises students on and off the bus, at recess, meals, on fieldtrips and all other times as directed by the classroom teacher
- May ride school bus to assist with students to monitor medical and behavioral problems
- Assists in mainstreaming students and monitors medical and behavioral issues as assigned
- Attends meetings as required
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as assigned

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 more with a two-person lift; 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
- Specialized training appropriate for area of assignment (i.e., behavior training, sign language, etc.)

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
- Provide specialized health care procedures as outlined by State regulations (training will be provided)
- Perform appropriate First Aid and CPR when necessary

Desirable Qualifications:

- Coursework in education, psychology, child development classroom behavioral management and/or Early Childhood Education
- Experience in implementing behavioral management plans for students
- Awareness of the 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
- 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 Monterey County Office of Education
- 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.