

# MONTEREY COUNTY OFFICE OF EDUCATION

## PROFESSIONAL DEVELOPMENT AND COMPLIANCE PARAPROFESSIONAL COACH SPECIAL EDUCATION

**CLASSIFICATION:** Classified Management

**SALARY LEVEL:** 60

**WORK YEAR:** 220

### **DEFINITION:**

Under the direction of the Coordinator of Professional Development and Compliance and Assistant Superintendent of Special Education, the Paraprofessional Coach develops and provides professional learning, support and training to school site paraprofessionals from orientation as newly hired staff to ongoing professional development in instructional strategies, modification of curriculum, behavior management strategies, and community relationships. Assists in a variety of support functions for professional development activities under the direction of the Coordinator of Professional Development and Compliance.

### **SUPERVISOR:**

Assistant Superintendent of Special Education

### **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:

- Prepares for and conducts training of new school site paraprofessionals/IAs in disability awareness of the students served by MCOE and an introduction of basic skills needed in the classrooms
  - Delivers professional development modules for paraprofessionals as part of the ongoing professional development plan
  - In collaboration with the Coordinator and Site Administrator, provides on-site coaching to paraprofessionals in effective instructional strategies
  - Provides training and consultation in the adaptation/modification of appropriate curriculum
  - Provides individual coaching for paraprofessionals referred by their administrator
  - Provides training in various methods of data collection
  - Provides training in the compliance requirements of paraprofessionals related to the IEP program
  - Assists the Coordinator in compliance review
- Provides support for other events and programs in the Special Education Division

## **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 the telephone and business machines; 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; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site to site) and drive an automobile and respond to emergency situations; physical strength sufficient to lift 45 pounds; physical stamina sufficient to sit for prolonged periods of time; 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 high school diploma
- Any combination of College level coursework in child development or a related field, experience and training equal to five (5) years of classroom paraprofessional experience including no less than three (3) years of classroom paraprofessional experience serving students at various ages, with a variety of disabilities, which has provided the applicant with the required knowledge and abilities to successfully perform job duties
- Any combination of five (5) years successful experience as a classroom paraprofessional serving students at various ages, with a variety of disabilities

### **Knowledge of:**

- Curriculum adaptation methodology
- Methodologies related to Autism Spectrum Disorders, Emotional Disturbance, Intellectual Disabilities, Multiple Disabilities
- Operation of a computer and assigned software
- County Office of Education organization, operations, policies and objectives
- Techniques for taking student data
- Planning and implementation of quality coaching to paraprofessionals

### **Skills and Abilities:**

- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate in English, clearly and concisely, both orally and in writing

- Establish and maintain effective working relationships with others
- Handle information in a discreet and confidential manner
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgment in unusual circumstances
- Work both independently and function effectively within a team setting

**Desirable Qualifications:**

- Associates or Bachelor's Degree in Child Development or a related field
- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- Possession of an appropriate, valid California Driver's License, and evidence of insurability

Approved: 06.15.16  
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