



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

PARAPROFESSIONAL – ADULT TRANSITION PROGRAM (ATP)

DEPARTMENT/SITE: District School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 28

WORK CALENDAR: 204 Days

REPORTS TO: Site Principal or Designee

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Principal or Designee, the Paraprofessional – Adult Transition program (ATP) provides instruction to a diverse range of individuals or small groups with disabilities (as defined in the Individuals with Disabilities Education Act [IDEA]) in the Adult Transition Program (ATP) in a classroom or in the community, under the direction of an assigned supervisor; monitors and reports student progress regarding behavior and performance to assist in implementing, continuing or expanding practices to raise student achievement; performs a variety of clerical duties, as assigned. The incumbents in this classification provide the school community with specialized instructional support which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide specialized instruction to individuals or small groups with disabilities (as defined in the Individuals with Disabilities Education Act [IDEA]) in the Adult Transition Program (ATP) in a classroom or in the community.

This class differs from other classes of Paraprofessionals in that other classes provide support to the general instructional program within an assigned classroom, provide assistance to teachers in specialized areas of instruction, and instruction/support for students with disabilities of physical impairment.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists a diverse range of individuals or small groups of students with disabilities (as defined in the Individuals with Disabilities Education Act [IDEA]) in the Adult Transition Program (ATP); monitors practices and related activities under indirect supervision to assist in implementing, continuing or expanding practices to raise student achievement.
- Assists in preparing lessons and instructional materials for individual students or small groups of students; works with individual and groups of students in a variety of areas such as sensory stimulation, language development, social skills, job skills, and independent living skills.
- Assists students preparing to enter the workforce (e.g., identifies job opportunities and workability/job site programs arranges job tours, schedules, assists with resume and job portfolio building, prepares students for interviews).
- Assists students with personal hygiene and grooming as needed, including laundering clothing, shopping for appropriate interview clothing, maintaining hair, fingernails, and dental hygiene.
- Maintains instructional materials and manual/electronic files/records (e.g., daily Student Service Log, Workability – Evaluation chart) to ensure availability of items, provide written reference, and/or meet mandated requirements.
- Observes and monitors behavior of students according to approved procedures to assist students to

- achieve their personal best; reports progress regarding student performance and behavior.
- Participates in meetings and in-service training to assist the teacher in providing high quality education to students.
- Performs a variety of clerical duties including but not limited to keyboarding, copying materials, ordering supplies, and recording grades.
- Performs specialized duties to assist in educating students at a high level including but not limited to: individualized learning activities, fine or gross motor skills, visual-perception skills, art work, physical development and fitness, and communication and vocational skills; assists with activities related to occupational training; assists with stimulating children to be reactive; assists with bracing and unbracing artificial limbs, standing and tilt tables and hand splints; assists teacher with ongoing diagnostic process; provides drill and practice in auditory discrimination.
- Provides instruction and assistance to students with disabilities in social, self-help and community skills.
- Provides support to teacher by setting up work areas, displays and exhibits, operating audiovisual and/or training equipment, and distributing and collecting papers and supplies to provide students access to professional options and a variety of activities.
- Transports or accompanies small groups of students and instructs them in community settings under indirect supervision to assist students in demonstrating the character and competencies for workplace success; assists students with mobility needs.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Specific needs, requirements and issues of students with communicative disorders
- Principles of child development, instructional processes
- General purposes and goals of public education
- Techniques used in directing, disciplining and motivating students
- Basic recordkeeping techniques
- Classroom management techniques and playground rules
- Safety practices and procedures

Skills and Abilities to:

- Assist certificated staff with instruction and related activities for learning disabled students
- Lift, and restrain students according to approved policies
- Learn basic computer skills as trained including programs that apply to current work
- Transport or accompany small groups of students in District vehicles and instruct them in community settings
- Assist a diverse range of students in developing self-help and social skills
- Assist in planning and prioritizing learning activities to support the educational needs of students
- Perform basic clerical functions
- Perform basic arithmetic calculations
- Operate standard office equipment
- Use English in both written and verbal form, use correct grammar, punctuation and spelling
- Interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Understand and carry out oral and written instructions
- Maintain the confidentiality of student records
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines

- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of instructional situations
- Maintain safe environment for students
- Establish and maintain effective working relationships with staff, students and the public

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent. Completion of 48 units from a nationally accredited college or university; or A.A. degree or higher, or the passage of a local assessment test.

EXPERIENCE REQUIRED:

Two (2) years of experience working as a Paraprofessional.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License for transporting or accompanying small groups of students in community settings
- CPR/First Aid Certificate

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time
- Lift or carry students or items up to 35 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, reaching, handling or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to see/read instructional materials and to supervise students