



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 43-2022/23
DOCUMENT NO. 26-2022/23
DATED 01/19/23

PARAPROFESSIONAL - PHYSICALLY IMPAIRED

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 site Principal or Designee, the Paraprofessional - Physically Impaired provides support to the instructional program with specific responsibility for assisting in the supervision and instruction of students with severe physical impairments (as defined in the Individuals with Disabilities Education Act [IDEA]); observes and documents student progress; implements plans for instruction; and assists students by providing for special health care needs. The incumbents in this classification provide the school community with specialized instructional support for students with severe physical impairments, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide specialized instruction to individuals in self-contained classroom, resource classroom, general education or small groups of students with disabilities, with specific responsibilities including, but are not limited to supervision and instruction of students with physical impairments.

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 special needs other than physical impairments.

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.

- Accompanies students with disabilities from classroom to classroom; escorts student(s) from school bus or vehicle to classroom or from classroom to school bus or vehicle.
- Adapts classroom activities, assignments and/or materials, under the direction of the supervising teacher, to support and reinforce classroom objectives.
- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g., diapering, tube feeding, colostomy bags, medication) to meet immediate health care needs and/or develop student's daily living activities and behavioral skills.
- Assists students with disabilities with toileting needs (e.g., accompanying children to restrooms, diapering); assists students with specialized health care needs in daily tasks.
- Assists students in a variety of ways (e.g., eating/feeding, hygiene, health and safety issues, transportation, physical education, speech and language) to maximize educational opportunities and student success at school.
- Assists students with mobility issues (e.g., braces, wheelchair, crutches, walking, lifting, repositioning) for the purpose of moving/transporting students within educational settings; may accompany student(s)

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on school bus.

- Attends meetings and in-service presentations (e.g., first aid, CPR, approved behavioral training, emergency/lockdown procedures) to acquire and/or convey information relative to job functions.
- Communicates with supervising instructional staff and professional support personnel to assist in evaluating progress and/or implementing IEP objectives.
- Maintains instructional materials and manual/electronic files/records (e.g., daily Student Service Log) to ensure availability of items, provide written reference, and/or meet mandated requirements.
- Monitors student(s) during assigned periods within a variety of school environments (e.g., bus stops, playgrounds, classrooms, field trips, public transportation, assemblies, cafeterias) for the purpose of maintaining a safe and positive learning environment.
- Observes medical conditions and acts on symptoms to maintain student safety; monitors for seizures; communicates with teacher about changes of status.
- Participates in the implementation of IEP plans to meet IEP goals and/or District benchmarks.
- Provides, under the supervision of assigned teacher, instruction to individuals or small groups in a variety of areas (e.g., cognitive, gross and fine motor skills, feeding skills, self-help skills, behavior control) to assist students in meeting learning goals.
- 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 physical impairments and severe special needs (e.g., wheelchair use, proper securing with lap belt, transfer from wheelchair to walker, oxygen tank use)
- Principles of child development, instructional processes
- General purposes and goals of public education, Special Education terminology
- Techniques used in directing, disciplining and motivating students
- Basic recordkeeping techniques
- Classroom management techniques and playground rules
- Safety practices and procedures
- Conflict resolution procedures

Skills and Abilities to:

- Assist a diverse range of students in developing self-help and social skills
- Assist in planning and prioritizing learning activities to support the special needs of physically impaired students
- Perform basic clerical functions
- Perform basic arithmetic calculations
- Operate standard office equipment and software applications
- 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
- Actively move around play field, playground or campus for extended periods
- 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

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- Establish and maintain effective working relationships with staff, students and the public

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact 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:

One (1) year of experience working with children in a specialized learning environment.

LICENSE(S) REQUIRED:

- CPR/First Aid Certificates

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 and items such as boxes of supplies and materials up to 50 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling 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