



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## PARAPROFESSIONAL – MODERATE/SEVERE

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor assist certificated teacher in reinforcing instruction to individuals or small groups of students, and monitor and report student progress; performs a variety of routine clerical and supportive activities in support of the specialized academic program; performs other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Assist the teacher(s) in preparing materials, teaching aids, bulletin boards and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials with or without the use of media, and computer assisted instructional equipment and software programs in supporting instructional activities planned by the teacher.
- Tutor individual students and small groups of students with special learning needs to reinforce and follow up learning and training activities using modifications in the curriculum to meet the learning needs of students.
- Monitor student progress in identified areas; observe students and record appropriate data regarding academic and/or behavioral information.
- Provide support to the teacher to ensure a safe and stimulating educational environment.
- Support and demonstrate appropriate techniques for reinforcing and providing positive behavior.
- Maintain a variety of records and files, including confidential student records and medical information.
- Assist students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Perform routine first aid that may include aiding children experiencing seizures or respiratory disorders, and performs duties related to the personal needs of students, such as feeding, toileting, lifting, etc.
- Appropriately operate all classroom equipment including but not limited to mobility equipment and classroom supports.
- May participate in parent conferences and pupil instruction and training planning processes.
- Assist teacher(s) for the purpose of maintaining an inclusive, cooperative, and creative instructional environment.
- Initiate appropriate behavior management action with or without immediate supervision.
- Participate in meetings and in-service training programs as assigned.
- Perform other job-related duties as assigned and/or as required.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs.

- Behavior management strategies and techniques relating to pupils experiencing atypical control problems.
- Appropriate English usage, punctuation, spelling and grammar; basic mathematical concepts.
- Routine record storage, retrieval and management procedures.
- Concepts taught in assault response training programs.

**ABILITY TO:**

- Demonstrate an understanding, patient and receptive attitude toward students of varied age groups, particularly those exhibiting specialized behavior management needs.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

Verification of a High School diploma, a GED certificate, or a higher degree

**EXPERIENCE:**

Recent job-related experience within the last five years is required.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's License.
- A First Aid certificate and a CPR certificate issued by the American Red Cross is required at time of employment and must be kept current as a condition of continued employment.
- Obtain and maintain District approved Crisis Intervention System certification (e.g. PCM, Pro-ACT, CPI)
- Upon employment, specialized training, including topics such as body mechanics, diapering, minor medical problems, universal precautions, and blood borne pathogens will be administered.
- Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

Experience working with children who exhibit severe behavior problems.

Training or course work in child growth and development, special education, or a closely related field.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/Outdoor Split. Fast Paced Work Environment. Adverse or Seasonal Weather

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 25 to 50 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

**Revision Date: 2/1/2024**