

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR – EARLY START

BASIC FUNCTION:

Under assigned supervision, the Paraeducator – Early Start collaborates with teacher(s) and/or other personnel to provide a variety of support duties to Early Start staff and Early Start Families in their child's natural environment (family home(s), daycare center, etc.) and the community throughout Santa Clara County; helps families understand their child's qualifying condition and how to integrate strategies, through a coaching model, into their normal routine to enhance the physical, social, emotional and intellectual support of participating families.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from other Paraeducator classifications as the incumbent is required to perform duties, with other professionals, in the child's natural environment including the family home(s), daycare center, etc. The class of Paraeducator – Early Start provides responsible clerical support, makes supporting material and collaborates with other Early Start Staff to meet the Individualized Family Service Plan (IFSP) objectives by participating in team meetings and ongoing training by staff and outside experts in the Early Intervention Community. The Paraeducator – Early Start meets with the family, case manager, and other certificated personnel/Designated Instruction and Services (DIS) providers.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Works with other professionals to provide services to children and families in the child's natural environment or in small groups in a classroom setting; provides instructional support, reinforces, or follows up learning activities/lessons, and/or specialized subject areas related to the level of achievement; under direction of teacher, case manager or specialist, provides individualized instruction by matching instruction to needs of each learner.

Communicates effectively with families, caregivers, and other staff members.

Conducts home visits with other professionals in the child's natural environment and supports in note taking for the home visit record.

Prepares and sets-up materials and/or equipment for use in home visits or in a classroom setting; creates student work projects as directed by the teacher and manages equipment for the team.

Collaborates with and supports the Teacher, Case Manager, Speech Language Pathologist, Occupational Therapist, Physical Therapist, Audiologist, Orientation & Mobility (O&M), and Visual Impairment (VI) professionals to provide intensive and comprehensive child development and family support services.

Performs routine clerical tasks as assigned, including notetaking at home visits; operates duplicating machines; assembles materials for projects; prepares materials and masters; files classroom, student, instructional and program materials, and may perform incidental typing tasks.

Supports routines based on the child’s natural environment regardless of location (SCCOE school site, daycare, or child’s natural environment) by supporting the facilitation, promotion, and reinforcement of parent involvement while providing an atmosphere of trust and confidence.

Collects and provides data for the student’s IFSP, and provides information on child’s progress through observation, regular contact, and maintenance of accurate student progress records/logs; reports back to the team.

Attends in-service and staff meetings as required.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper English usage, spelling, grammar, and punctuation.

Basic concepts of child development and infant and toddler education.

The unique needs of exceptional children.

Effective record-keeping practices and procedures.

Basic academic subjects/developmental activities taught/practiced in assigned instructional unit.

ABILITY TO:

Learn the methods and procedures to be followed in assigned special education program.

Understand and follow both oral and written instructions.

Understand the needs of assigned special education students and effectively relate to those needs in a learning situation.

Perform duties at SCCOE sites and/or in the child’s natural environment, including but not limited to the child's home(s), extended family home, park, library, community center, etc.

Interpret directions from case manager or other team members.

Maintain a variety of records related to the activities and operations of assigned special education program in a confidential manner.

Exercise tact, diplomacy, and good judgment in dealing with students and families.

Communicate effectively.

Drive personal vehicle to home visits, meetings, and socialization groups.

Comfortably drive on roads, freeways, and highways to perform home visits.

Operate a computer, software and assigned office equipment.

EDUCATION AND EXPERIENCE:

EDUCATION: Candidates must meet one of three conditions:

- Possession of a high school diploma or its equivalent and at least 48 college semester units earned at an institution of higher learning; OR
- Possession of a high school diploma or its equivalent and possession of a degree earned at an institution of higher learning; OR
- Possession of a high school diploma or its equivalent and the ability to obtain a passing score on the County Office of Education Paraprofessional Examination in accordance with applicable law, statutes, bargaining unit agreements, and merit system rules.

EXPERIENCE: Paid or volunteer experience working with or serving children with exceptional needs aged 0-2.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license

A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Approximately 95% of the time performing job duties is spent indoors, in the child’s natural environment or in a classroom environment.

While performing the duties of this job, constantly exposed to risk of trip and fall (over wheelchairs, walkers, IV stands, Hoyer lifts, crutches, etc.).

Noise level in the work environment is usually moderate.

The temperature of the work environment is moderate and ranges from 65 – 80 degrees.

Must be able to drive personal vehicle to home visits, meetings, and socialization groups.

Duties are performed in the child’s natural environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate equipment.

Kneeling, pushing/pulling, squatting, twisting, turning, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.

Sitting or standing for extended periods of time.

Lift up to twenty-five (25) pounds.

Lifting, carrying, pushing or pulling up to twenty-five (25) pounds.

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.

TRAVEL:

This job class requires routine travel within proximity to the regular assigned work location.

Approved by Personnel Commission: June 14, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 6/14/23