

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: PARAEDUCATOR TRAINER – SPECIAL EDUCATION**

#### **BASIC FUNCTION:**

Under assigned supervision, the Paraeducator Trainer- Special Education will assist the department by providing on-site training, coaching, and professional development to classified personnel related to the assigned job duties including, but not limited to, instructional and behavioral support, data collection, personal care, clerical duties and other job functions related to the paraeducator position; performs a variety of instructional support duties to individuals or small groups of Special Education pupils as needed.

#### **DISTINGUISHING CHARACTERISTICS:**

The class of Paraeducator Trainer - Special Education provides daily support to classrooms that require in-classroom training and support, including meeting one-to-one with specific paraeducators, or small groups in conjunction with the classroom teacher. Classroom support will be completed in conjunction with SCCOE special education administration. Paraeducator Trainer - Special Education incumbents may also coordinate and present in conjunction with SCCOE administration, professional development training based upon program need.

In addition, Paraeducator Trainer - Special Education incumbents may be assigned on a limited-term basis, in classrooms that need short-term support.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

Works with students in small groups or in prescribed one-to-one assignments to tutor, reinforce, or follow-up learning activities in basic academic, language, and/or specialized subject areas related to the level of achievement; under direction of teacher, provides individualized instruction by matching instruction to needs of each learner.

Provides coaching and support to newly onboarded paraeducators.

Provides professional development support to classified staff working with students with special needs; PD will come primarily in the form of the coaching model of support.

Controls volatile students physically as needed, according to approved Pro-Act techniques.

Coordinates with the BCBA's for professional development opportunities for classified staff.

Assists the teacher in establishing and maintaining a clean, safe, and cooperative classroom and learning environment.

Assists in organizing learning environments; prepares and sets up instructional materials and/or equipment for use in classroom activities; maintains instructional materials and equipment.

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

Participates as a member of the appropriate team or committee, to assist staff with developing and implementing individual or site crisis management plans.

Confers on a regular basis with administration regarding planning and scheduling activities, progress in program goals and objectives, and pertinent health or student behavior problems.

Maintains records related to the classrooms visited, and items in which the Paraeducator Trainer- Special Education provided support with.

Assists staff in becoming experts in their profession and provides additional feedback as appropriate.

Attends in-service and staff meetings as required.

Assists lifting of students in and out of wheelchairs, braces, and other orthopedic equipment; assists in physically transferring/lifting students to and from their wheelchairs for busing, school, and/or community activities.

Performs kneeling, stooping, standing, and lifting activities in the performance of required daily activities.

Guides students and/or provides appropriate modeling in a variety of areas: physical development and fitness, communication, personal hygiene, academic learning, appropriate dress, vocational skills, and is often assigned to do more in-depth work in one of these areas.

Maintains confidentiality of student records and classroom information in accordance with legal requirements and policies.

Under direct or indirect supervision of school nurse, may provide routine and/or backup one-to-one physical health care and assistance to a severely medically or neurologically disabled student including toileting, tube feeding, suctioning, and proper positioning of students in specialized equipment, etc.

Administers medications according to physician orders with parent permission and under the direct or indirect supervision of the assigned school nurse; ensures the security of medications by placing in locked cabinets and ensuring all medication containers are accounted for; maintains accurate and complete medication logs.

Assists in maintaining first-aid supplies and maintaining disaster-preparedness supplies.

Administers first aid in accordance with established procedures and policies.

Ability to travel to several locations depending on program needs.

Support in data collection related to students IEP goals.

Travel to locations across Santa Clara County, depending on the needs of the program and current assignment.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Proper English usage, spelling, grammar, and punctuation.

Basic concepts of child development and behavior.

The unique needs of exceptional children.

Effective record-keeping practices and procedures.

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

Behavior intervention techniques and strategies.

**ABILITY TO:**

Provide training, guidance, and support to Paraeducators.

Learn the methods and procedures to be followed in assigned classroom/program.

Understand and follow both oral and written instructions.

Understand the needs of assigned students and effectively relate to these needs in a learning situation.

Effectively supervise assigned students in a variety of situations, maintaining emotional control under difficult and emergency situations.

Maintain a variety of records related to the activities and operations of assigned classroom/program in a confidential manner where appropriate.

Recognize and report safety hazards; learn, understand, and adhere to laws, rules, practices, and procedures related to public education for pupils and those related to the program which assigned.

Exercise tact, diplomacy, and good judgment in dealing with students with severe medical disabilities.

Effectively and tactfully communicate in both oral and written forms.

Maintain confidentiality of records or discussions.

Assist teachers and administrators in dealing with behavior disorders.

Create and provide professional development opportunities for staff.

Operate standard office equipment.

Provide own transportation and be reassigned/relocated annually/semi-annually to behavior intervention assistant positions.

Meet the physical requirements necessary to safely and effectively perform required duties including lifting student weighing up to 50 pounds into and out of wheelchairs and special equipment.

Establish and maintain a positive and effective work relationship with those contacted in the performance of required duties.

**REQUIRES:**

Passing a pre-employment physical examination related to job duties/assignments and in accordance with applicable law, statutes, bargaining unit agreements, and merit system rules.

**EXPERIENCE, TRAINING AND/OR TESTING REQUIREMENTS:**

- 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.

Requires at least five years incumbency as a Paraeducator – Special Education or comparable directly related experience that provides the required knowledge, abilities, and skills.

Previous experience with at least two of the following grade levels preferred: preschool, elementary school, middle school, high school, or post-secondary school.

Previous experience working with a variety of students eligible under different Special Education categories, including at least three of the following preferred: Autism Spectrum Disorder, Deaf-blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, other Health Impairment, Traumatic Brain Injury, and Visual Impairment, including blindness.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**BARGAINING UNIT:** Paraprofessional Unit

**PHYSICAL DEMANDS:**

Frequently (34-66%): smell and reach above shoulders.

Continuously (67-100%): bend, twist, push, pull, climb, squat, crawl and kneel.

Frequently (34-66%): employ the use of the Hoyer Lift to elevate up to 120 lbs. from floor to chest height.

Frequently (34-66%): lift 40-50 lbs. to waist height.

Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; and lift up to 50 lbs.

Continuously (67-100%): use hands to finger or handle objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 40 lbs.).

**WORKING ENVIRONMENT:**

Approximately 95% of the time performing job duties is spent indoors, within 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. Approximately 30 minutes each day is spent at bus loading area where noise is extremely shrill and loud.

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

**MACHINES, TOOLS AND EQUIPMENT:**

Seldom (1-5%): automobile

Occasionally (6-33%): copier, automobile, and fax.

Frequently (34-66%): writing instruments, telephone, and computer.

Frequently (34-66%): hand-crank Hoyer lift, IV stands and tubes for feeding and medication.

**TRAVEL:**

This job class requires routine travel depending on the needs of the program.

Approved by the Personnel Commission: March 9, 2022



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 3/9/22