

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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#### SPECIAL EDUCATION PROGRAM ASSISTANT II - BILINGUAL

JD 4200.1

##### Definition

Under general supervision, to perform paraprofessional instructional activities in specialized programs; to provide intensified learning experiences for students in specialized programs; to support students and teachers with positive behavioral intervention in specialized programs; to provide a variety of clerical and supportive tasks for instructional personnel in both English and Spanish, provide primary language support; and to do related work as required.

##### Responsible to

Principal

##### Examples of Duties

1. Assist students with a patient and friendly attitude and provide general support in a non-judgmental, non-reactive manner.
2. Assists instructional personnel with the development and presentation of a variety of instructional materials and instructional exercises.
3. Assists students in a group, or on an individual basis, with specific instructional tasks and/or specific student goals for the purpose of accommodating their development and growth.
4. Assists with data collection and assessments for student IEP goals and behavior support services.
5. Assist with the development and implementation of positive behavior support and intervention techniques and behavior intervention plans as part of the individual education plan (IEP) process. Must be prepared to use protective safety equipment as required.
6. Assists students by using evidence-based behavioral strategies, positive reinforcement, social stories, peer facilitation, and peer training for the purpose of teaching appropriate social behaviors in accordance with students' social and behavioral learning goals.
7. Assist special education teachers in implementing testing accommodations and modifications for designated students.
8. Assists students with adaptive and other self-care needs as required for the purpose of maximizing their independence and assimilation within the school environment.
9. Gather and prepare data of observations of student performance in academic, behavior, and school activities for the purpose of monitoring and reporting progress on goals.
10. Participates in training for the purpose of learning new skills relevant to working with students with disabilities and/or peers.
11. Assists students in ascending and disembarking the bus and transferring students to/from class for the purpose of providing supervision of students and ensuring their safety.
12. Monitor and supervise students in various locations while being aware of the environment and ready to respond to the potential actions of students.
13. Assists in maintaining the health and safety of students, including the emotionally and physically fragile, by being aware of the environment and the potential hazards of student actions.
14. Assists students with personal hygiene and in developing self-help grooming skills as appropriate such as dressing and undressing, eating, washing, oral care, and toileting; assists in changing diapers or menstrual products, or use of urinals as needed. Must be prepared to use protective equipment and risk exposure to bodily fluids.
15. May explain lessons and activities in Spanish and English according to instructions from a teacher.

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16. May read, write, and speak Spanish.
17. Provides written and oral translations, as needed.
18. Performs other related job duties as assigned.

#### **Qualifications Guide**

##### **Knowledge of:**

1. General concepts of child growth and development and child behavior characteristics in the Special Education programs of the assignment.
2. Special Education goals and objectives.
3. Basic behavioral principles and functions of behavior.
4. Routine record keeping.
5. English usage, punctuation, spelling, and grammar.
6. Basic arithmetic concepts.
7. Basic First Aid principles.
8. Spanish language usage, punctuation, spelling and grammar, as required by position.

##### **Ability to:**

1. Assume responsibility for supervising students.
2. Learn and utilize standard instructional equipment.
3. Establish and maintain cooperative working relationships and flexibility with students, and school personnel.
4. Maintain confidentiality of student and school information.
5. Interpersonal skills including tact, patience, and courtesy.
6. Read, write and converse fluently in English and Spanish.
7. Pass a District administered general knowledge proficiency test and bilingual proficiency test.

##### **Training, Education and Experience:**

1. High School degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification
3. Maintain Crisis Prevention Intervention (CPI) certification provided by the District.
4. Maintain CPR and first aid certification as provided by the District.
5. Within the probationary period, paraprofessionals will be expected to participate in District-wide training/supervision and receive a District Certificate of Competence.

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#### Working Conditions

##### Environment

1. Indoor/Outdoor Environment
2. School campus
3. Constant interruptions

##### Physical Demands

1. Safely lift students with assistance from other trained personnel.
2. Ability to push and pull a wheelchair with an adult-sized student in it for extended distances using wheelchair ramps when necessary.
3. Bending, crouching, kneeling, and sitting on the floor.
4. Ability to walk briskly without physical stress, moderate physical exertion.

Job Description Adopted: June 6, 2022