

Summary

Works independently with paraeducator staff throughout the District to ensure that work expectations are met and that paraeducator staff get training and support needed to effectively and safely do their assignments. The paraeducator coordinator will be responsible for onboarding/orientation and training of new paraeducator staff, may assist with the interview and selection processes for paraeducator candidates, and at the direction of the Supervisor, support paraeducators in need of performance improvement. Performs regular, recurring, yet moderately complex administrative assistant duties in support of paraeducator assignments, including but not limited to staff support, transcription of documents in established formats, maintenance of document filing and retrieval systems, and basic record keeping.

Distinguishing Characteristics

This position works independently under the occasional direction of their supervisor to support special education paraeducator staff. This classification covers: Inclusion, Resource, Special Day Class and other general education programs. Performs administrative assistant duties that require an intermediate degree of procedural knowledge, secretarial skill and judgment, including customer service skills. In addition, a Paraeducator Coordinator is expected to have working knowledge of the particular procedures, formats, vocabulary and technicalities associated with special education to perform specialized duties.

Essential Duties and Responsibilities

Works independently with paraeducator staff to ensure that work expectations are met and that paraeducator staff get training and support needed to effectively and safely do their assignments.

Regular, scheduled ongoing professional development in the areas of curriculum, behavior management (including nonviolent crisis intervention (NCI) training) and other training to advance the goals of the District.

At the direction of the Supervisor, support paraeducators in need of performance improvement.

Mentoring and coaching of paraeducators.

Support case managers in the creation of paraeducator schedules and assignments based on programmatic and specific student needs for administrator approval.

May coordinate and conduct paraeducator academic testing as part of the application process.

May coordinate interview/selection activities.

Participate in the Recruiting and training of a paraeducator substitute pool.

May assist with the maintenance of records of current paraeducator assignments including site, case manager, FTE and employment status.

Consultation/collaboration with various support staff including, but not limited to behaviorists, ERMHS clinicians, SELPA partners, etc.

Qualifications

Knowledge and Skills

Must have an in-depth working knowledge of District and site policies, procedures and regulations regarding special education students on or around the school campus or at school-related activities. Well-developed communication skills are required to interact in both formal and informal settings. Requires good record keeping, clerical and computer skills. Must have considerable communication skills to interact in both formal and informal settings and to project a positive image and convey information. Models appropriate staff behavior.

Abilities

Ability to support staff who will implement instructional goals and activities. Must have the ability to assess the needs of individual students and develop programs to meet those needs. Demonstrates ability to recognize and protect confidential information and to respect the privacy of students. Must be able to problem-solve incidents with staff and students. Must be able to adapt and learn new procedures and programs as implemented by the District. Requires the ability to take precautions against nominal exposure to health and safety risks. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

Physical Abilities

Requires ambulatory ability to go to different locations. Requires speaking and hearing to communicate in person or over the phone. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. May require lifting heavy objects (over 50 pounds) occasionally. Requires sufficient arm, hand, finger dexterity in order to operate a personal computer keyboard, typewriter, and other office equipment.

Education and Experience

High School diploma or equivalent required. Must have at least two years of study at an institution of higher education or an associate degree (or higher). Must meet a rigorous standard of quality and demonstrated knowledge of and ability to assist in instructing reading, writing and mathematics, as determined by a formal state or local assessment. Additional experience working with school age students desired. Having provided professional development and experience with student behaviors is preferred.

Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid, CPR and NCI training may be required.