HAYWARD UNIFIED SCHOOL DISTRICT invites applications for the position of:

Paraeducator Severely Handicapped

An Equal Opportunity Employer

**SALARY:**
Hourly
$21.17 - $24.83

**OPENING DATE:** 07/16/14
**CLOSING DATE:** 07/30/14 05:00 PM

**DESCRIPTION:**
Under the direction of an assigned supervisor, perform a variety of duties pertaining to the care and instruction of severely handicapped and other Special Education students as assigned; assist in instructing students individually or in small groups in accordance with prescribed learning objectives; assist in the preparation of instructional materials and provide routine clerical support; assist in meeting special needs, including feeding, toileting, positioning and monitoring health conditions.

**EXAMPLES OF DUTIES:**

**ESSENTIAL DUTIES:**
Tutor individual or small groups of severely handicapped and other Special Education students as assigned according to prescribed learning objectives, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; assist in the implementation of Individual Education Plans and behavior management plans.

Provide classroom support to the teacher by setting up work areas and displays and distributing and collecting paper, supplies and materials; confer with teachers concerning lesson plans and materials to meet student needs; present instructional materials.

Assist students in completing and comprehending classroom assignments, homework and projects; guide and reinforce student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; assist students with identifying and learning numbers, letters, shapes and colors.

Provide guidance for students in various areas including academic learning, vocational, social and leisure skills, physical development and fitness, and personal hygiene.

Assist and guide students to, on, off, and from the bus; utilize a wheelchair lift; lift and carry students as necessary; push students in wheelchairs; assist students who are physically disabled to negotiate the school campus including traveling from class to class.

Perform a variety of clerical duties such as preparing instructional materials, duplicating materials, preparing lists and other documents, processing forms and applications, taking roll and maintaining records and files; compile information and materials and prepare reports as requested.

Observe, control, and modify behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior.
Operate a variety of office and classroom equipment including a copier, laminator, audiovisual equipment, computer and assigned software.

Operate a variety of orthopedic equipment.

Provide for the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials; clean tables, floors and dishes as assigned.

Communicate with staff, students, administrators, resource specialists, parents and the general public per District policies and guidelines to exchange information and resolve issues or concerns.

Confer with and assist teacher with regard to planning, organizing, scheduling and conducting instructional and training activities, instructional goals and objectives, student progress and pertinent health or behavioral problems, with children experiencing various physical and learning disabilities.

Oversee children in a classroom, lunchroom or at play as directed; accompany and monitor students during outdoor activities and field trips; assist with monitoring student attendance.

Assist students and monitor self feeding students during mealtime; take appropriate action when students have difficulty while eating; prepare and clean lunch area before and after meals as directed; toilet students and change diapers and soiled clothing as needed.

Administer various tests as directed; grade student tests and assignments; record grades.

Assist students with developing motor skills and related exercises as needed; lift students in and out of wheelchairs, braces and other orthopedic equipment and position pupils.

Assist students with developing social skills; assist students with performing and developing independent living skills; assist students with personal hygiene including brushing teeth, dressing, undressing, bathing and grooming; assist students with eating habits, table manners and household chores.

Participate in community based instruction as assigned by Special Education teacher.

Communicate with outside agencies per District instruction to exchange information and resolve issues or concerns related to student health, behavior and progress.

Perform First Aid and CPR; maintain routine records related to assigned activities and daily documentation of specialized physical health care services and procedures as directed.

OTHER DUTIES:
Attend assigned meetings and conferences.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Child guidance principles and practices related to children with special education needs.
Safe practices in classroom and playground activities.
Basic subjects taught in District schools, including math, grammar, spelling, language and reading.
Problems and concerns of students with special needs.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and appropriate student conduct.
Operation of standard office and classroom equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Health and safety regulations.
First Aid and CPR procedures.
Operation of orthopedic equipment.

ABILITY TO:
Assist and reinforce instruction of students individually or in small groups in a classroom or assigned learning environment in accordance with prescribed learning objectives.
Assist in meeting special needs, including feeding, toileting, positioning and monitoring health conditions.
Demonstrate an understanding, patient and receptive attitude toward severely disabled children.
Assist in the preparation of instructional materials and visual aids.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Operate standard office and classroom equipment including a computer and assigned software.
Observe health and safety regulations.
Perform clerical duties related to classroom activities and program requirements.
Maintain routine records.
Perform a variety of duties pertaining to the care and instruction of severely disabled students.
Learn methods, techniques and procedures for lifting and moving children.
Learn to operate a variety of orthopedic equipment.
Administer First Aid and CPR.
Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE:
This Class must meet the requirements of the Federal and State "No Child Left Behind" NCLB legislation. Qualifications are any combination equivalent to 48 semester units of college study or an AA Degree or upon passing a NCLB qualifying written examination, and experience working with severely handicapped or emotionally disturbed students in an organized setting.

LICENSES AND OTHER REQUIREMENTS:
Valid First Aid and CPR Certificate issued by an authorized agency prior to employment.

EXAMINATION INFORMATION:
In order to qualify for this position you must meet the NCLB guidelines above.

The first step in the process will be a written exam for those applicants that do not submit their transcripts to verify the completion of 48 or more semester units. This will be a multiple choice exam that covers English, Math, and the Ability to Assist. Study materials are available in the Human Resources department. These materials cannot be sent electronically, you will need to stop by in person to obtain them.

For all applicants that have completed 48 or more semester units OR have successfully passed all three sections of the test described above, there will be a written exam with job-specific questions. There is no waiver for the second exam.
If your application is accepted to move forward in this recruitment, the exam dates are:

NCLB Exam: August 4, 2014 1:00 p.m. - 4:00 p.m.

Qualifying Exam: (REQUIRED FOR ALL APPLICANTS) August 12, 2014 1:00 p.m. - 2:30 p.m.

Oral Exam: August 13, 2014

Please make arrangements to be available on the dates above. There will be no make up exams offered.

OTHER IMPORTANT INFORMATION:
Positions in the job classification typically work range of hours hours/week for 180 student instructional days. Applicants selected for permanent or substitute assignments are required to pay for fingerprinting services and obtain Tuberculosis results prior to beginning work. If you have any questions regarding the fees, please feel free to contact the Human Resources Department at (510) 784-2648.

Hayward Unified School District does not pay for employee health and welfare benefits. Employees working 20 or more hours per week are required to purchase benefits through a payroll deduction. Dental Insurance is mandatory for all employees working 20+ hours, regardless of outside coverage. Health insurance benefits may be waived with proof of existing coverage. Vision benefits are optional for employees working 20+ hours. For more information please view the "Benefits" tab of this job announcement.

APPLICATIONS MAY BE FILED ONLINE AT:  
http://www.husd.us

JOB #15-D11  
PARAEDUCATOR SEVERELY HANDICAPPED

OUR OFFICE IS LOCATED AT:  
24411 Amador Street  
P.O.Box 5000  
Hayward, CA 94540-5000  
(510) 784-2648  
An Equal Opportunity Employer