

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES
Classified Service

November 6, 2009

ANNOUNCEMENT OF EXAMINATIONS TO
ESTABLISH AN ELIGIBILITY LIST VALID FOR SIX MONTHS
TO BE POSTED ON ALL CLASSIFIED BULLETIN BOARDS – ANNOUNCEMENT #110609-01

POSITION TITLE: **SPECIAL EDUCATION PARAEDUCATOR**

SALARY: 2008-09 CSEA Salary Schedule, Range 212, \$13.53/Hour - \$14.91/Hour. Advance salary placement is contingent upon at least 3 years of equivalent experience within the past 10 years in a public school district or county office of education.

WORK YEAR: 181 days/year--School Days plus the day before school begins. Start date as soon as possible, dependent upon Fingerprint and TB Clearances.

PURPOSE: **To establish an eligibility list** for vacancies occurring in the next six months and to fill current part-time vacancies (3 to 6 hours/day) --hours and school sites to be determined.

DESIRABLE: **Bilingual/Bicultural Background**

APPLICATION PROCEDURE: APPLICANTS MUST SUBMIT THE FOLLOWING:

- ✓ School District Application **and** Supplemental Application
- ✓ At least two signed letters of recommendation on letterhead
- ✓ Transcripts if applicable (see TEST INFORMATION NOTE)
- ✓ CIT (Crisis Intervention Training) Certificate if you have one

The above items **MUST** be on file in the Personnel Office, San Luis Coastal Unified School District, 1500 Lizzie St., Bldg. A, San Luis Obispo, CA 93401-3062, **no later than 4:00 PM on TUESDAY, DECEMBER 1, 2009.**

TEST INFORMATION:

A) A written examination covering mathematics and writing skills required, by duties contained in the Class Specification, will be given on **THURSDAY DECEMBER 3, 2009 at 9:00 A.M.**, at San Luis Coastal Unified School District, 1500 Lizzie St., San Luis Obispo, Building A . **TESTING WILL BEGIN PROMPTLY AT 9:00 A.M. APPLICANTS ARRIVING LATER THAN 9:00 A.M. WILL NOT BE ADMITTED FOR TESTING.** Approximate testing time is 1 hour and 10 minutes. Minimal written passing score is 70%. **You will not be contacted to take the test.**

NOTE: Applicants who possess an AA Degree, or who have two full years of college course work, are not required to take the District's written examination. Two full years of college is equivalent to 48 semester units, or 60 quarter units. Only courses with a grade of C or better will count. **If you wish to be waived from the written examination, you must submit copies of your transcripts with your application.** If hired, you will be required to submit official transcripts.

B) 40% - The District Application and Supplemental Application forms covering relevant knowledge, skills, abilities and experience will be evaluated on a job-related basis. Minimal passing score is 70%. It is anticipated that the eight top candidates will be eligible to proceed to Step "C", the oral interview. **Applicants MUST contact Nancy Kunde at 805-549-1239 on FRIDAY, DECEMBER 4, 2009,** to verify if they are eligible to proceed to step "C". If eligible, an interview will be scheduled at this time.

C) 60% - An oral interview covering personal qualifications, experience, and training, is scheduled for **TUESDAY, DECEMBER 8, 2009.** Minimal passing score is 70%.

SPECIAL NOTES: 1) *Correctly filling out forms and following other instructions contained in this notice are part of the testing process.* 2) *Handicapped applicants need to notify the Personnel Office of any special needs so that adequate preparation may be made for their testing.* 3) *Veterans qualifying for the oral board examination may receive 5 additional points added to their final score if proof of discharge is submitted at time of oral board interview. A "veteran" as used here means any person who served in the United States armed forces in time of war, or national emergency.* 4) *Eligibility lists are established for a period of six months. In accordance with Personnel Commission Rule 6.2, names may be certified from the Open Eligibility List before the Promotional Eligibility List is exhausted.*

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

SPECIAL EDUCATION PARAEDUCATOR

PURPOSE OF POSITION

To assist disabled students who are receiving special education services by performing paraprofessional duties including modality-based academic instruction, physical education instruction, behavioral modification and management, preparation of instructional materials, clerical tasks, feeding, toileting, specialized health care, and related duties as assigned.

SUPERVISION

Receives general supervision from certificated staff. In the area of specialized health care procedures, receives training and support from School Nurse.

ESSENTIAL FUNCTIONS - Special Education Instructional Aides are assigned to a variety of grade levels and settings including special day classes, resource programs, general education classes, classrooms for severely emotionally disturbed students, and as one-to-one aides to medically fragile and/or mildly to severely disabled students. Duties may include, but are not limited to, the following; the specific duties performed will vary depending on the program to which assigned:

Implement academic instruction under the direct and indirect supervision of the special education classroom teacher to individuals or small groups of students in reading, written language, mathematics, science, social sciences, and other subjects.

Provide curriculum modification for mainstreamed included special needs students within regular classrooms.

Assist with the implementation of communication and social skills programs.

Implement physical education instruction under the direct and indirect supervision of the physical education teacher.

Assist students with research activities and special projects.

Observe students; answer questions; give individual assistance; counsel and calm students as needed.

Assist in carrying out behavior modification programs and assist teacher with classroom management and discipline. Implement differential reinforcement programs. May be required to deescalate potentially violent situations involving aggressive, defiant students.

Assist students and teachers in the use of computers including instructional software, keyboarding, and word processing.

Assist in supervising students during playground activities, bus loading and unloading, field trips, and other activities.

Assist teacher in preparation of instructional materials and learning activities.

Assist teacher with routine clerical and record-keeping activities including data collection, correcting papers, preparing correspondence and forms, and filing.

SPECIAL EDUCATION PARAEDUCATOR (continued)

Assist in preparing bulletin board materials and decorating classroom; assist in maintaining a neat, orderly, and attractive learning environment.

Collect, assemble, and distribute textbooks, learning materials, supplies, equipment, and resource materials; assist in ordering instructional materials as directed.

Some assignments include specialized health care procedures including, but not limited to, gastronomy tube feeding, tracheostomy suctioning, blood glucose monitoring, nebulizer treatment, catheterization, intravenous medication and infusion, ostomy procedures, oxygen administration, diapering, and toileting.

Assist in training designated students in the skills necessary to care for their personal hygiene, self-help, and individual medical needs, including use of bathroom facilities, feeding, and other specialized health care.

Adjust special equipment such as wheelchairs, lifts, braces, and walkers; position or reposition students in same.

Set up meal trays; assist students with feeding.

Assist students in changing clothing or putting on garments.

Operate audiovisual equipment, copy machines, and other equipment that is related to the instructional program.

Attend and participate in staff, in-service, and parent conferences and meetings as required. Attend non-violent crisis intervention training and behavior intervention training as required. May participate in therapy sessions with counselors and mental health specialists.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of observing students and reading instructional materials, tests, student records and other printed matter; to understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and or on the telephone; operate audiovisual equipment, computer, copy machine and other office and classroom equipment with dexterity; occasionally lift/carry supplies and printed materials weighing up to 25 pounds; lift and/or position students; and use appropriate equipment to lift/move student to ensure access to all facilities, including bathrooms. The duties are performed in a classroom setting and there is frequent bending, crouching, kneeling, and sitting on the floor to interact with students, pushing/pulling equipment, and reaching in all directions.

QUALIFICATIONS

Experience/Training: Any combination of education, experience, and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include some experience working with disabled students and completion of the twelfth grade. Additional college course work and specialized training in child care, psychology/guidance, behavior modification techniques, instructional technology, child development, or a related field are preferred.

Skills, Knowledge, and Abilities: Knowledge of appropriate techniques for the instruction of special education students; the general purposes and goals of public education, including the California State Standards; general methods of education and teaching; techniques to control and motivate students; student behavior and characteristics; core academic subject areas, including mathematics, science, English, and social sciences, at a level appropriate to assignment; and computer equipment and word processing and data base programs.

Ability to learn instructional terminology, program philosophies, concepts, materials, methods and procedures; assume responsibility for assisting in the supervision of special education students; recognize limitations of students and encourage their participation in educational and occupational programs and activities with patience and compassion; utilize or quickly learn to utilize word processing, data base, and other computer programs used at the site to which assigned; administer assistance to students requiring personal care in their hygiene and lavatory needs; read, write, and understand the English language; maintain records; operate or learn to operate equipment used as educational aids; communicate clearly and concisely, both orally and in writing; remain calm in stressful situations; and establish and maintain cooperative working relationships with those contacted in the course of work.



Classified Personnel Application

San Luis Coastal Unified School District – Rick Robinett, Director of Personnel
1500 Lizzie Street – San Luis Obispo CA 93401 – Phone: (805) 549-1233

Position for which you are applying: _____

Applicants will be required to submit proof of U.S. citizenship or legal U.S. residence, if hired. Each classified applicant selected for employment will be required to (a) be fingerprinted, (b) provide social security number, (c) swear or affirm allegiance in writing to the United States and to the State of California, and (d) furnish proof of a current intradermal tuberculin test. Applicants may be required to take a post-offer job-related medical examination at the employer's expense.

I. GENERAL INFORMATION

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip

e-mail Address: _____

Telephone Numbers: Home: _____ Cell: _____ Work: _____

San Luis Coastal Unified School District does not assign two members of the same family to positions where one would supervise the other. Do you have any relatives employed by this District? Yes No

If yes, name of relative: _____

Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or in any other state or place? Yes No (If yes, describe below.)

(A conviction will not automatically bar you from consideration for employment. However, if you fail to disclose the fact of a conviction, that failure will result in disqualification from the employment process. Education Code prohibits hiring individuals convicted of narcotics or sex offenses, or serious and violent crimes. Fingerprint criminal history clearance is required by law of all school employees prior to date of employment.)

Offense: _____ Date: _____

Court: _____ Disposition: _____

II. In addition to the supervisors listed on the reverse side of this application, please list a minimum of three people not related to you who have knowledge of your ability to perform the duties of the position for which you wish to be considered.

Name	Occupation	Mailing Address	Phone Number

III. EDUCATIONAL AND PROFESSIONAL TRAINING List educational training chronologically beginning with high school:

Name of High School/University	City/State	Major	Type of Degree or number of semester or quarter units completed

IV. WORK EXPERIENCE Begin with your PRESENT employer and list your work experience in reverse order. Include self-employment and periods of unemployment in excess of six months as separate periods. If additional space is needed, attach separate page, but please follow same format.

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

I certify that I have made true, complete, and correct answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with San Luis Coastal Unified School District. My signature below authorizes San Luis Coastal Unified School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as previous employers, personal references, professional references, and other appropriate sources. I waive my right of access to any information so obtained.

Signature of Applicant: _____

Date: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation, at any district site and/or activity.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES

Supplemental Application for Special Education Paraeducator

Directions: This Supplemental Application is part of the selection process. On a separate page(s), please write complete statements to describe your experience in the following areas.

1. Ability to implement academic instruction to individual students or small groups in the core academic subjects and other subjects.
2. Ability to carry out behavior modification programs and assist teacher with classroom management.
3. List the course work or training you have in child development, psychology/guidance, behavior modification techniques, instructional technology, or related areas.
4. Have you participated in Crisis Intervention Training? (Please attach a copy of your Certificate if you have had training.)
5. Briefly describe your experience in the following areas:

Autism
Deaf
Medically Fragile
Emotionally Disturbed
Severe Communication Disorders
Wheelchair Bound
Blind
Mental Retardation

6. Indicate your preferences in each of the following areas (prioritize 1, 2, 3, etc.) There may not be an opening in your preferred assignment; however, your preferences will be taken into consideration:

Location: ___ Schools on the coast
 ___ Schools in San Luis Obispo

Grade level: ___ Pre-school
 ___ Elementary school
 ___ Middle school
 ___ High School
 ___ Adult

Setting: ___ Resource program
 ___ Special day class—mild/moderate disabilities
 ___ Special day class—moderate/severe disabilities
 ___ Class for emotionally disturbed

7. The Special Education Paraeducator may be assigned to work with students from pre-school to age 22. The students have disabilities ranging from mild to severe. You may be asked to perform all or some of the duties listed on the next page. Please indicate with a checkmark whether you are able or not able to perform these duties.

Duties	Able to perform	Able to perform if training were provided	Not able to perform
Implement academic instruction in math, science, social science, reading, and writing at all grade levels.			
Assist teacher with routine clerical work.			
Assist students in using computers.			
Assist teacher with classroom management			
Work with students, pre-school to adult, who may have extreme emotional or behavioral problems.			
Work with students who may bite, kick, scratch, and possibly run from the classroom or playground area.			
Work where contact with bodily fluids may occur.			
Assist students with dressing, undressing, and personal grooming.			
Administer first aid.			
Individually, or with assistance of other staff members, lift and position students in and out of wheelchairs, braces, or other orthopedic equipment.			
Oversee playground activities in a variety of weather conditions.			
Feed students who are not able to feed themselves.			
Assist students, pre-school to adult, with toileting and diapering.			
Assist in maintaining a sanitary classroom (wipe counters and tables, dispose of bodily fluids, etc.).			
Work on the floor with students for prolonged periods of time.			

For those duties listed above that you have checked “not able to perform,” please explain why.
