



**Fremont Union High School District**  
**Position: Para-Educator Differentially Trained (DT) - Student Business**

<b>Department/Site: Special Education</b>	<b>School Site: District Office</b>	<b>Range:</b>	<b>108</b>
<b>Reports to/Evaluated by: Coordinator of Special Services</b>		<b>Work Year:</b>	<b>183 Days</b>
		<b>Months:</b>	<b>10</b>

**Summary of Basic Functions & Responsibilities**

Under the direction of an assigned supervisor, the Paraeducator Differentially Trained (DT) – Student Business will provide leadership and strategic planning for student focused businesses. The Paraeducator DT – Student Business will build capacity within FUHSD to operate and grow student focused district businesses by providing deep expertise, developing and implementing training and coaching supports, and providing skill development for students. The Paraeducator DT – Student Business will be familiar with basic business operations and food handling practices. They will also be knowledgeable about how to work with students with varying disabilities and how to support them in a vocational setting. They will understand how to work effectively with people of differing cultures.

**Essential Duties & Responsibilities**

- Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.
- Supports paraeducators and students in the student focused district business by collaborating with Special Services administrators and other special education team members.
- Delivers paraeducator support specific to student businesses in small groups and with individual staff and students.
- Develops and maintains relevant training materials for special education team members and students participating in vocational opportunities.
- Supports in organizing and coordinating student business operations schedules with all relevant team members.
- Creates and trains students and relevant team members on task analysis templates to support student varying roles within student businesses.
- Supports development of self-advocacy and awareness of accommodations and support in the work setting.
- Coaches relevant team members and students on best practices in food preparation and handling.
- Coaches paraeducators for the purpose of developing student vocational daily living, behavioral, and social skills.
- Coaches and trains paraeducators for the purpose of assisting in evaluation of student progress and/or implementing student objectives in the student business.
- Coaches paraeducators in their support of students in various work-related tasks for the purpose of developing job skills in student businesses.

- Assists and guides students by appropriate role modeling, (including personal appearance), emotional support, patience, and a friendly, engaging attitude.
- Uses strategies and incentives as positive reinforcement. Exercises constant supervision of students.
- Assesses the need for, and uses appropriate corrective measures and behavior intervention in accordance with grade level and student ability.
- Supports paraeducators in organizing materials and supplies to facilitate use by students, assists students requiring help, offers positive feedback and alternatives.
- Confers, as needed, with teachers concerning student needs. Alerts teachers to any special problems or information concerning students.
- Work with district departments, local agencies, and community businesses to promote the sale of products produced by the student business.
- Organizes and maintains financial records of the student business and works collaboratively with relevant district team members to submit needed documentation.
- Tracks inventory, submits orders, and manages the budget of student business expenses.
- Creates data tools for staff to record student progress for the purpose of documenting student performance in the student business and maintaining updated records.
- Ensures safety of students and team members following health protocols and safety rules.
- Creates marketing plans and materials for the student business and disseminates in the district and relevant community organizations.
- Participates in meetings and in-service training programs as assigned.
- Performs other duties as assigned that support the overall objectives of the position.

### **Knowledge & Skills**

- Requires knowledge of principles and practices in supporting students and relevant team members within a vocational setting.
- Requires knowledge of the principles and practices in supporting students with varying disabilities in a vocational setting.
- Requires basic knowledge of the principles and practices of food preparation and handling and provides guidance applicable for an educational setting.
- Requires knowledge of safety and health guidelines.
- Requires knowledge of coaching and instruction methods.
- Requires knowledge of basic clerical and record keeping processes.
- Requires knowledge of basic financial oversight including budget monitoring, inventory, and purchasing of materials and supplies for the student business.
- Requires knowledge of special education programs.
- Requires knowledge of and skill in using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- Requires sufficient human relation skills to work productively and cooperatively with teachers, students, parents and community members in formal and informal settings. Exercises patience when conveying information, and demonstrates sensitivity to the special needs of students.
- Requires the ability to assist teaching staff with implementation of instructional goals and activities.
- Requires the ability to assess the needs of individual students and vocational programs to meet these needs.
- Requires the ability to interact with teachers, parents, students, and specialists in order to carry out assigned duties on campus and in the community.
- Requires the ability to relate positively to students in a teaching/learning environment in a way that

builds confidence and recognizes and works on learning disabilities and barriers.

- Requires the ability to use independent judgment when working with students, staff, and outside agencies.

### **Physical Abilities**

- Requires the ability to perform in an office and/or classroom and a variety of community locations engaged in work of a moderately active nature.
- Requires near visual acuity to read and write printed materials and computer screens.
- Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment.
- Requires ambulatory ability to move about office, classroom, school grounds, and community to support staff and student programs.
- Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers.
- Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light to medium weight (under 40 pounds).
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

### **Education**

- Requires the equivalent of a high school diploma and 45 hours of college transfer courses, plus one year of experience working with students in a classroom environment.
- Successful completion of a rigorous competency exam and certification may substitute for college transfer courses.

### **Licenses & Certificates**

- Requires a valid driver's license, car insurance and meets district standards for transporting students.
- First Aid and CPR certification required (available through the district).
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.
- Maintains a current food handlers' certificate.

### **Working Conditions**

- Work is performed in an indoor and outdoor setting with some exposure to health and safety considerations.

*Approved by the FUHSD Board of Trustees at their regular meeting on April 4, 2023*