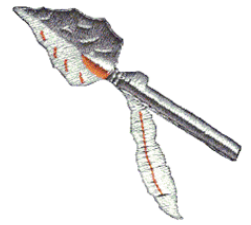


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

SPECIAL EDUCATION ASSISTANT II

Range Assignment: 11

Qualifications:

- High school diploma or equivalent
- One of the following to become a Highly Qualified Para-Professional: Two years of post-secondary education or an associate's (or higher) degree, or a high school education of equivalent and a passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics
- Ability to work and communicate effectively with students, parents and school personnel
- Ability to interact in a positive and professional way with others
- Ability to comprehend and follow oral and written instructions
- Ability to maintain confidentiality
- Possess basic secretarial/clerical skills

Reports to: Building Administrator/Supervising Teacher

Job Goals: Performs a variety of paraprofessional instructional duties assisting a licensed teacher in the instruction of severely handicapped students. Instruction and/or service may be separate from the teacher, requiring skill and supervision within the framework of an IEP or program procedure. May include working one-on-one with a special needs student as required by IEP.

Performance Responsibilities (essential job functions):

- Instruct individuals or small groups of students as directed by a licensed teacher or in accordance with an adopted program.
- Provide for the identified physical needs of students such as toileting, feeding, therapy, transporting and other related needs
- Assists in monitoring classroom management, which may include the physical restraint, physical movement, lifting and carrying of students
- Assist the teacher in devising special strategies for meeting student needs, IEP's and program expectations
- Prepare materials prescribed by a licensed teacher, IEP requirements or lesson plan
- Supervise student helpers and direct helpers in the performance of prescribed duties
- Perform various clerical functions in student record keeping, monitoring assignments, IEP development and other related functions

- Under the direction of the licensed teacher and/or supervisor shall contact parents regarding problems and follow up on medical, behavioral and academic concerns
- Assist in direct instruction for a classroom of severely and/or multiple handicapped students as directed by professional staff. Implement related service activities designed for students under the direction of related service staff assigned to the classroom.
- Assist in general classroom organization by maintaining medical and classroom supplies and materials in an orderly manner and disinfecting classroom supplies and materials as required
- Implement Nursing protocols under the supervision of a Registered Nurse which may include G-Tube feeding, suction, tracheotomy care and catheterization
- Implement behavioral intervention plans and protocols that may include physical restraint
- Is punctual and maintains regular attendance
- Performs other related duties as required or assigned.

Physical Requirements:

In a work day, employee may stand/walk 1-6 hours; sit 1-6 hours. May bend, squat, kneel, climb stairs occasionally, reach to heights of five feet, physically manage students.

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control	X				
*Pushing/pulling Max weight: 50 lbs			X		

**Lifting/Carrying Max weight: 50 lbs			X		
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					
** Lifting may also include assisting students with toileting, transporting, other related needs					

Terms of Employment:

Probationary period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____