



Excellence for all.

Job Title: Special Education Assistant I – (Non-Instructional)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of a Principal, classroom teacher, or assigned administrator, perform a variety of student support duties for individual or small groups of students in an assigned special education classroom; may perform a variety of clerical duties as assigned.

Distinguishing Characteristics:

Special Education Assistant I- (Non-Instructional) provides non-instructional support, focusing on student safety, behavior management, supervision, and personal care in mild to moderate needs, whereas Special Education Assistant II –(Non-Instructional) provides services for moderate to severe needs. Differences can be attributed to the level of student need and dependence upon the adult and/or the level of training and skill required to meet the needs of the student.

Specialized training may be required and provided in this assignment.

(Positions in this classification do not provide instructional support in a K-12 classroom and thus, do not fall under the provisions of Every Student Succeeds Act of 2015).

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Work with children who may have mild to moderate needs.
- Assist in planning and designing activities appropriate to the goals of the program and directly supervise the activities of children; reinforce positive attitudes and social skills.
- Observe and assist with behavior management of children according to approved procedures.
- Monitor children during classroom, outdoor and playground activities; assure the health and safety of students by following health and safety practices and procedures.
- Assist teaching staff in the conduct of classroom activities; prepare for various classroom needs; clean up after classroom projects.
- Assist in rendering various forms of personal care such as toileting and diapering, dressing, undressing, bathing, and grooming.
- Communicate with teachers, specialists, and parents to provide input on individual and group objectives.
- Assist in maintaining order among the children in the classroom and on the school grounds; supervise students as assigned; accompany students going from one location to another.
- Perform a variety of clerical duties such as preparing instructional materials, scoring papers, recording grades, and taking roll; maintain confidential student records and files; type classroom materials as assigned.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist students by providing proper examples, emotional support, a friendly attitude, and general guidance; assure the health and safety of students by following health and safety rules.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:Knowledge of:

- District standards excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Child guidance principles and practices, especially as they relate to children with learning disabilities.
- Appropriate techniques for the physical management of special education students.
- Techniques to motivate students.
- Basic record-keeping procedures.
- General purposes and goals of education.
- Strategies for working with children with specific special needs.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Learn special education instructional terminology, program philosophies, concepts, materials, methods, and procedures.
- Learn to operate equipment used as educational aids.
- Assist with activities in a special education learning environment.
- Recognize limitations of students and encourage their participation in educational programs and activities.
- Maintain accurate records.
- Operate a variety of instructional and office equipment.
- Maintain confidentiality of pupil and school information.
- Demonstrate an understanding, patient, and receptive attitude toward children with special needs.
- Perform clerical duties such as filing, duplicating, typing, and maintaining basic records.
- Monitor students according to approved policies and procedures.
- Assist in administering basic first aid.
- Respond to student health and safety concerns.

Education/Experience: Any combination equivalent to experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through high school diploma or its equivalent. Successful completion of the Merit examination process is required. Experience in working with youth in an organized educational or childcare setting including some experience working with special education children preferred.

Working Conditions:

Environment: Classroom and playground environment.

Physical Demands: Dexterity of hands and fingers to operate standard office and classroom equipment. Sitting or standing for extended periods of time, running or swift walking over rough or uneven surfaces, and lifting bodies and object weighing up to 40 pounds. Lifting light objects. Bending at the waist, kneeling, or crouching to assist students. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally.

Hazards: Potential exposure to dissatisfied or abusive individuals.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 115

Personnel Commission - Approved: July 24, 2023