Position:	Student Assistant	FLSA: Non-exempt
Department:	Special Education	Salary Grade: 3
Reports to:	Principal or Designee	

OVERALL OBJECTIVE AND SUMMARY

Within an instructional setting, provides instructional support, behavior management, and basic medical and hygiene services to an identified student. May provide other support, such as clerical and translation, as required by the student's IEP and assist other special needs students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- May assist students with certain hygiene functions including, but not limited to, toileting, diapering, and feeding.
- Employee may be trained and assigned to perform specialized health care procedures such as catheterization, gastrostomy tube feedings and tracheostomy care.
- Maintain supervision over and escort assigned student(s) to and from events, classes, lunch, , recess and other activities as assigned.
- Work on anin-depth basis with individual student(s) to implement lesson plans by providing positive learning experiences and remedial assistance.
- May administer informal assessment instruments, score objective tests and written papers, and keep appropriate records for teachers, including computerized grading systems.
- Confer, as needed, with teachers and other school personnel concerning programs and materials to meet student needs. Alert teacher(s) to any special problems or information concerning assigned student(s).
- Lift or position student(s) as required.
- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Basic reading, writing, math and communication skills in order to assist students with academics.
- The special education program.
- Communication skills to interact in both formal and informal settings, and with populations having difficulty with verbal and written communications.
- Recordkeeping and computer skills.
- School and classroom rules, policies, procedures, and behavior management techniques.

- Safe practices in classroom activities.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Understand District and school site organization, operations and objectives. (Moved from above)
- Assist children with personal hygiene and basic medical procedures.
- Assist teaching staff with implementation of instructional goals and activities.
- Assess the needs of an individual student.
- Interact with teachers, administrators, parents and specialists in order to carry out assigned duties.
- Speak a second language if required.
- Learn custodial care techniques and procedures for children with special needs.
- Document student progress.
- Print and write legibly.
- Understand and follow oral and written directions.
- Communicate effectively with students and adults, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work with discretion and maintain confidentiality.
- Observe and manage student behavior according to approved policies and procedures.
- Operate instructional and office equipment, including computer, copier, audio-visual equipment, and VCR.
- Pass a qualifying Employee Entrance Evaluation.

PHYSICAL ABILITIES

This position requires:

- Sufficient arm, hand, and finger dexterity in order to operate a computer, other office equipment, and assistive technology/augmentative communication devices utilized by assigned student.
- Visual acuity to read words, numbers.
- Lifting of students.
- Lifting of light to moderate objects.
- Sufficient ambulatory ability to stand for sustained periods of time and go to different locations.
- Ability to take precautions against a nominal exposure to health and safety risks.
- Speaking and hearing to communicate in person or over the phone.

EDUCATION AND EXPERIENCE

The position requires the employee to meet the para-educator criteria of the *No Child Left Behind Act* which is either two years (48 units) of study at an institution of higher education, an associate's degree or higher, or passing a qualifying assessment test. Six months additional training or experience working with students in a structured classroom or equivalent setting is desired. Higher education may substitute for experience. ECE courses will substitute for some experience.

LICENSES AND CERTIFICATES

May require valid California driver's license.
May require successful completion and certification of CPR/First Aid and Crisis Prevention Training, such as Physical Assault Response Training (PART). (District will arrange for training.)

Range Updated: July 1, 2025 per CBA

Adopted: June 2001
Revised: July 14, 2004