

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Student Assistant - Special Education

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

High school diploma or equivalent.

SUMMARY

Under the supervision of certificated personnel assigned by the principal, assists in the daily activities of children with special needs.

SPECIFIC RESPONSIBILITIES

1. Sets up and arranges material and equipment in the classroom as directed.
2. Assists teacher as directed in organizing activities and workstations.
3. Maintains or assist in maintaining an orderly, attractive and stimulating learning environment.
4. Assists with students in the area of mobility as needed in the classroom, cafeteria and on the school grounds.
5. May assist students who experience toileting accidents and children who have limited control of body functions.
6. May assist students with braces and other mechanical apparatus, which may require lifting and moving the students without their assistance.
7. Gives selected student's individual and special help relating to that child's disability.
8. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Ability to:

- Demonstrate an empathetic, patient and receptive attitude towards students of varied age groups and who exhibit learning needs of a specialized nature;
- understand and apply rules and procedures;
- understand and carry out oral and written directions;
- and establish and maintain cooperative working relationships with children and adults.

PHYSICAL ABILITIES

Moderate physical effort; frequent standing or walking.