

Job Title:

Bellevue Union School District

PositionTitle:	Special Education Assistant		Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification:	Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	12 month
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Reports to:		Board Approval Date:	
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General Description

Under the direction of certificated staff and the supervision of the Principal/Director, assists certificated staff in the instruction, supervision and training of individuals or groups of students with a variety of special education needs. Assists the teacher or other certificated personal with clerical tasks, provides individual health care needs, provides individual assistance to students with physical limitations, and provides specialized tutorial and small group assistance to students with special needs and/or who are performing below capacity in identified academic areas. May service students with any of, or combination of, the following conditions: learning disorders, emotional disturbances, behavior disorders, developmentally disabled, autism, severe physical/medical involvement (i.e. cerebral palsy, seizure disorders, etc.), communication disorders (to include non-verbal), hearing/vision impairment.

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the teacher in maintaining classroom control in assigned instructional areas to designated students.
- Assist students in the areas of class work, classroom assignments, classroom conduct, and test, including the adaption of such.
- Deliver instruction individually and in small groups.
- Interact with students, encourage their performance, and meet instructional needs as they arise.
- Monitor and document individual progress of students and discuss problems and improvements with teachers.
- Observe students' mental and physical health; report any potential problem to the teacher.
- Implement behavior support plans including individual, group, and/or classroom interventions.
- Respond to behavior emergencies using appropriate action and restraint measures as dictated by California law.
- Perform health care procedures under supervision of registered nurse that may include gastrostomy tube feeding, catheterization, monitoring flow and control of oxygen levels; personal hygiene care such as toileting, diapering, cleaning, hand washing, feeding and other items as outlined in medical health care

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plan.

- Monitor and assist students in using adaptive devices; i.e. electric wheelchairs, hearing aids, speech synthesizers, iPad, adaptive communication devices, and additional classroom technology and recreational equipment.
- Assist students who are not-ambulatory with proper positioning and mobility issues.
- Maintain regular, reliable and punctual attendance.
- Participate in staff meetings, conferences and specialized trainings.
- Learn and apply new information, knowledge and experience in a timely manner
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic understanding of behavior management and technology.
- Methods and attitudes required in working with children who have special needs.
- Safe work practices including proper lifting techniques.
- Standard English usage, spelling, grammar and punctuation. Communicate effectively in both oral and written form.
- Use of standard office machines.

Ability to:

- Facilitate age-appropriate interactions, activities and instructions to all students regardless of disability.
- Exercise good judgment, use discretion, work independently, and maintain confidentiality.
- Analyze situations including instruction, class and behavior management and implement an effective course of action.
- Establish and maintain cooperative-working relationships with those contacted during performance of job duties.
- Develop rapport with all students by being fair, consistent and respectful.
- Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines.
- Establish an instructional environment to meet individual student needs.
- Work effectively with students during activities, which require twisting, pushing and pulling.
- Take appropriate actions in emergency situations and follow procedures in a calm, reasonable manner.
- Respond promptly to requests of internal and external clients and provide them needed information, assistance, training, materials and resources.
- Recognize, stimulate and solicit student interest, input and participation to the fullest extent of each student's potential.

Desirable skills:

- Spanish Bilingual

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Education and experience:

- High school diploma or equivalent.
- Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be formal or informal education or training, which ensures the ability to read and write at a level necessary for successful job performance and passing scores on the proficiency test. Any paid or volunteer experience working in an instructional environment is a plus.

Required Licenses/certificates:

- Current CPR and First Aid certificate
- Passing score on instructional assistant proficiency test
- Applicant must be fingerprinted and have a satisfactory Department of Justice record check prior to employment.
- Successful passing of physical.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sitting: Rarely

Standing/walking: Frequently

Waist bending: Occasionally to frequently

Neck bending: Occasionally to frequently

Squatting: Frequently

Climbing: Rarely

Kneeling: Frequently

Crawling: Rarely

Neck twisting: Occasionally to frequently

Waist twisting: occasionally

pushing/pulling; Occasionally to continuously-up to 150 lbs. At a time (such as pushing wheelchairs)

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Running: Occasionally

Reaching:

Above shoulder: occasionally

Below shoulder: Frequently

Lifting/Carrying:

0-10lbs: Frequently - weights carried 50 to 100 feet at a time

11-25 lbs: Occasionally - weights carried up to 100 feet at a time

26-50 lbs: Occasionally - weights carried from 10 to 100 feet at a time

51-75 lbs: Frequently with assistance - weights moved several feet at a time for toileting and transfer

76-150: Occasionally - with assistance - weights moved several feet at a time for toileting and transfers

Hand Activities:

Repetitive hand use: Occasionally

Simple grasping: Frequently

Power grasping: Occasionally

Fine manipulation: Rarely

Hand and arm twisting/turning: Occasionally to frequently

Computer operations/writing: rarely

Work environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. Maybe required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

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