CLASS TITLE: **AUGMENTATIVE ASSISTIVE COMMUNICATIVE PROGRAM – SPECIAL EDUCATION ASSISTANT**

DEFINITION: Under general supervision and evaluation by the site administrator, performs work of moderate difficulty providing specialized instructional support services in a special education AAC classroom setting with impaired augmentative assistive communicative (AAC) students; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Assist teacher in providing individualized instruction to students in an AAC program
- Use and assist students in AAC program learning to use adaptive augmentative communication devices
- Communicate with and facilitate communication with peers for students enrolled in AAC classrooms
- Administer scores and record results of special tests
- Assist AAC students in learning of use of special equipment in instructional media
- Assist AAC students with personal needs (i.e. lunch boxes, tying shoes, putting on coat)
- Maintain and prepare records

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to high school graduation and/or completion of two years of college level coursework in a field related to the particular work assignment.

Knowledge of:

- The appropriate subject matter, program and special instructional or communication procedures
- Correct English usage, spelling, grammar, punctuation and mathematics
- General classroom procedures, practices and equipment
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students with special needs

Skill in:

- Communicating clearly, both orally and in writing
- Establishing and maintaining cooperative working relationships with school staff, students and parents
- Reading, writing and mathematics

Ability to:

- Use and demonstrate the use of adaptive augmentative communication devices
- Apply special instructional or communication procedures
- Follow oral and written directions

Licenses:

A valid California Driver's License may be required.

Certificates and Other Requirements:

Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.