CLASS TITLE: **SPECIAL EDUCATION/GENERAL EDUCATION ASSISTANT III**

DEFINITION: Under general supervision and evaluation by the site administrator, performs work of complex difficulty in providing specialized health care procedures and instructional support services in various general education and pre K-12 and adult, special education settings including but not limited to emotionally disturbed, autistic, behavioral, bilingual, full inclusion or assistive technology; and performs related work as required; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Communicate regularly with other members of the instructional team regarding daily performance and other needs of the student
- Under supervision works with student in a group or on an individual basis assisting with specific instructional tasks and accommodating the special needs of individual student
- Assist assigned student with special needs in learning or using special equipment of instructional media
- Assist assigned student with special needs in learning or using special tests
- Assist assigned student with special needs in the development and maintenance of appropriate social behaviors through the use of a variety of positive reinforcement techniques, activities and/or materials
- Assist in the loading and unloading of assigned student with special needs from buses and in the transferring of student to and from classrooms and events
- Encourage and assist assigned student with special needs in communicating and engaging in social activities such as field trips and extra curricular activities
- Supervise assigned student with special needs in snack and lunch activities and outdoor/campus activities
- Assist assigned student with special needs in learning gross motor skills and teaching independent mobility
- Support assigned student of diverse levels and types of disabilities, gender, ethnic and cultural backgrounds
- Maintain and prepare records and perform clerical duties related to special education programs
- May lift and move assigned student with special needs
- Assist in teaching assigned student self-feeding skills and grooming and dressing skills
- Assist in the toileting of assigned student frequently involving lifting and cleaning of student, diapering
- Attend to assigned student's physical needs which may include, but are not limited to, gastronomy feeding tubes/buttons; catheterization; urinal, colostomy and ileostomy bags; diabetes testing; supervise diabetes management; change wound dressings; tracheotomy suctioning and care; nasal and oral suctioning; as trained by district nurse on basic medical procedures
- Supervise teenage student in the use of sanitary supplies
- May assist with community based instruction
- May be required to travel from location to location

- Attend required training and job-related meetings

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to high school graduation and one year experience working with students with special needs or adults or the completion of one year of college-level coursework in a field related to the particular assignment. Successful completion of the Instructional Assistant Proficiency Examination and/or hold appropriate certification for the position. Commitment to complete required training courses or in-services within the first six months of being hired/promoted.

Knowledge of:

- The appropriate subject matter, program and special instructional or communication procedures
- The individual differences in children
- Correct English usage, spelling, grammar, punctuation and mathematics
- General classroom procedures, practices and equipment
- General needs relative to students who are physically challenged and/or severely emotionally disturbed students
- Techniques of learning reinforcement and behavior modification for students
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students with special needs

Skill in:

- Applying special instructional or communication procedures
- Following oral and written directions
- Communicating clearly both orally and in writing
- Recordkeeping and providing clerical support duties
- Establishing and maintaining cooperative working relationships with school staff, students and parents
- Reading, writing and arithmetic
- Keeping school and student matters confidential
- Understanding and appropriately responding to the needs of severely challenged and emotionally disturbed students and to posses a genuine liking for students
- Using computers and associated software

Ability to:

- Perform the duties of the position with or without accommodation
- Learn and interpret rules, policies, regulations and procedures

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 50 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.

CSEA, Salary Range 462
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 12/16/08
Board Revision: 6/22/15