

CLASSIFIED			
Work Location	Roseland School District as Assigned	Responsible To	School Principal or designee
Work Year	10 months	Hours	Up to full-time
Salary	Appropriate step and range on the CSEA Salary Schedule	Benefits	On a pro-rata basis for FTE of 50% or more

SUMMARY:

Under supervision, to support students with disabilities and to perform related duties as assigned. Provide assistance to the teacher and use a variety of instructional techniques and strategies to facilitate student learning and participation across all school settings. Students may have a variety of disabilities, including intellectual disability, autism, physical/medical involvement (i.e. cerebral palsy, muscular dystrophy, spinal cord injuries, seizure disorders, etc.), communication disorders, including nonverbal; hearing/vision impairment; learning disorders, emotional disturbances, and/or behavior disorders.

DISTINGUISHING CHARACTERISTIC:

Incumbents of this classification work with disabled students and are required to monitor students with certificated oversight during the teacher's preparation and lunch period. Students may present with aggressive behavior and incumbents will receive training on positive behavior interventions and supports.

SUPERVISION:

Supervision including evaluation to be provided by the principal or designee such as student services manager. Direction, and/or training may be provided by principal, assistant principal, certificated general education teacher, certificated special education teacher, special education director, school psychologist or certificated school nurse as appropriate to duties/tasks involved and student's individualized needs.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to, the following:

- Assists in direct instruction of all students and with more specific instruction for some students - including academic reading, writing, math concepts; motor skills, physical education, body awareness; communication skills, recess, games, outings, breaks; job and work related tasks, as appropriate; toileting, feeding, personal hygiene, dressing, etiquette, and manners; health care, diapering, toilet training, lifting, and specialized subject areas, as needed.
- Facilitates and supports social interactions between students with disabilities and without, fostering positive relationships between students, under the direction of the teachers throughout the day in the classroom, on the playground and school activities, and during the arrival and departure of students.

- Monitors and assists students in using assistive technology and adaptive devices, i.e., computer programs, electric wheelchairs, hearing aids, speech synthesizers, and various recreational equipment, etc.
- Performs specialized health and personal care procedures.
- Performs a variety of instructional services, including accommodations and modifications under the direct supervision of certified staff, following teacher direction in all areas.
- Maintains an effective learning environment through student supervision, class management and student discipline as directed by the teachers.
- Makes effective use of materials, media, audio visual, equipment and supplies.
- Prepares instructional materials to include worksheets and manipulatives, as directed by teachers.
- Explains and clarifies work assignments to students.
- Keeps an awareness of the level of prompting provided – always giving students wait time and using the least to most hierarchy of cues to prevent learned dependence.
- Assists in the establishment of natural supports for every student, stepping back and moving away from the student to promote peer support, student partners friendships and general education teacher ownership.
- Participates in job-related meetings as requested.
- Contributes relevant feedback/information on student progress through observation, interaction and maintaining accurate records of student performance as directed by the teachers.
- Maintains confidential informational and operational records and files, including test/homework scores, student work, incident reports and other records related to students' instructions as directed by teachers.
- Maintains cooperative relationships with all staff and students, referring parents and team members to the general and special education teachers, abstaining from any discussions with parents, without specific direction from a teacher.
- Monitors individual progress of students and discusses problems and improvements with teacher.
- Observes students' mental and physical health; reports any potential problems to appropriate supervisor.
- Attend, interpret, and translate IEP meetings and documents.
- Other related duties as deemed necessary by School Principal or Designee.

EMPLOYMENT STANDARDS:

ABILITY TO:

- Facilitate age-appropriate interactions, activities, and instruction to all students regardless of disability.
- Maintain a positive attitude.
- Establish and maintain cooperative working relationships.
- Understand and carry out oral and written directions.
- Work independently as necessary.
- Recognize hazards for safety, take appropriate action in emergency situations, follow procedures in a calm, responsible manner.

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS:

- High school diploma/GED
- Must pass a basic proficiency test upon initial employment or possess an A.A. or higher, or 48 units at an accredited institution of higher learning
- Must demonstrate fluency in English and a specific language of District need.
- First Aid certification required.
- CPR certification desired
- Department of Justice and FBI Fingerprint clearance
- Negative tuberculin test
- Post-Offer Pre-Placement clearance for Special Education Assistant Level 1
- Completion of, or willingness to complete, necessary behavioral support trainings

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lifting or carrying up to 25 pounds.
- On rare occasions may need to restrain/lift children as needed which may exceed 25 pounds.
- Dexterity of hands and fingers to operate standard office equipment and computer.
- Sitting or standing for extended periods of time.
- Bending and twisting at the waist, kneeling, squatting or crouching.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Pushing, pulling, grasping and reaching with hands.

WORK ENVIRONMENT:

- Constant interruptions
- Generally hazard free environment in a clean atmosphere
- Moderate noise level
- Classroom and outdoor supervision
- Outdoor weather conditions such as cold, hot and rainy seasons

Board approved: 12/14/2022