



Santa Rosa City Schools

Classification Description

Job title:	Special Education Assistant	Department:	School Site
Reports to:	Site Administrator	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	School Year
Revision(s):		Range	15

DEFINITION:

Under the direction of the school principal, supports certificated personnel in the supervision, care, and instruction of students in need of emotional, educational, and behavioral support. Supports the teacher, or other certificated supervisor of general classroom activities.

QUALIFICATIONS:

Education:

High school equivalent

Experience:

Training and/or experience working with children in a learning situation

Training and/or experience in working with students with special educational needs is desirable

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- Correct English usage, vocabulary, spelling, grammar, punctuation, and arithmetic
- General classroom procedures and equipment
- Methods and attitudes required in working with students who have special educational needs

Ability to:

- Assist with instructional activities in a classroom
- Learn the procedures, functions, limitation of assigned Special Education Assistant duties
- Understand the needs of students in need of emotional, educational, and behavioral support
- Remain calm in situations of stress
- Perform routine clerical duties
- Understand and carry out oral written directions
- Establish and maintain cooperative working relationships with teachers, students, and others contacted in the course of work

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Assists teachers in conducting learning activities, on and off campus.
2. Works with students in small groups, or on a one-to-one basis to reinforce basic skills or to supplement classroom work.
3. Prepares for, and assists with various classroom projects.
4. Operates classroom technology including but not limited to document cameras, copier machines, projectors, and computers
5. Assists in the preparation of classroom teaching materials.
6. May prepare and maintain records as assigned.
7. Assists in the management of classroom equipment and supplies.
8. Collaborates, as needed, with teachers concerning programs and materials to meet the needs of students.
9. Assists with grading various types of student work.
10. May perform a variety of clerical duties.
11. May perform the following duties if working with students with extensive support needs: work with wheelchairs and mobility devices; assists students in the bathroom and cleans up bathroom accidents; assists with feeding activities; may supervise students on the playground; changes diapers; loads and unloads buses; puts on and removes prosthesis.
12. Ensures the safety of students and may need to restrain students, if properly trained.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School campus
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yelling, screaming
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bodily fluids

PHYSICAL DEMANDS:

Performance of the essential job functions involves typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking			X		
Standing			X		
Bending (Neck)				X	
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling			X		
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.