



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Special Education Assistant – Extensive Support Needs	<b>Department:</b>	Special Education
<b>Reports to:</b>	Administrator	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>		<b>Work year:</b>	School Year
<b>Revision(s):</b>		<b>Range</b>	18

### **DEFINITION:**

Under the direction of the school administrator or district program administrator, supports certificated personnel in the supervision, care and instruction of students with extensive support needs;

### **QUALIFICATIONS:**

#### **Education:**

High school equivalent

#### **Experience:**

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

Training and/or experience in working with children with extensive support needs preferred

#### **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
- Behavior modification and assertive discipline
- Methods and attitudes required in working with students who have extensive support needs

##### **Ability to:**

- Assist with instructional activities in a classroom
- Learn the procedures, functions, limitation of assigned Special Education Assistant duties
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with teachers, students, and others contacted in the course of work
- Motivate children in participating and learning activities
- Recognize hazards to safety
- Learn laws, rules, practices, and procedures related to the educational programs
- Learn to operate classroom technology

## **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 lessons and other classroom activities.
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 as needed.
5. Assists in the preparation of teaching materials.
6. Prepares and maintains records involving student progress.
7. Assists in monitoring classroom equipment and supplies.
8. Confers, as needed, with teachers concerning programs and materials to meet the needs of students.
9. Administers and grades various types of tests.
10. Performs a wide variety of clerical functions in support of the class and students, as needed.
11. Under the direction of certificated staff, supports collaboration between other general and special education teachers to support students.
12. Under the direction of certificated staff, supervise students during school hours, on or off campus.
13. May perform the following duties if working with students with extensive support needs: work with wheelchairs and other equipment; change diapers; assist students in the bathroom and clean up bathroom accidents; support eating activities; load and unload buses; provide playground supervision; put on and remove prosthesis; assist with transferring students on/off different surfaces.
14. May need to physically 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"/>	Mobility devices, lift assist equipment, office equipment, elective classroom equipment, kitchen equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School campus, field trips
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 checked="" type="checkbox"/>	<input type="checkbox"/>	District approved disinfectants, or elective classroom chemicals
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Some elective classes may require PPE
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.