

Geyserville Unified School District Special Education Assistant

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of these leadership-minded staff members and utilize their skills and talents to assist with this goal.

Position Overview/Definition

Under the general direction of the Site Supervisor, in consultation with the Special Education Program Specialist, a Special Education Assistant is responsible for supporting and assisting individual and/or small groups of students, assisting students by modeling the necessary skills to perform assignments. The assistant must have a working knowledge of disabilities, the ability to communicate and work effectively with parents and staff, following educational and specific behavioral plans, and modeling appropriate behaviors and interactions with students and staff.

General Duties and Responsibilities

- Adapts classroom activities, assignments and/or materials under the direction of the classroom teacher for the purpose of supporting and reinforcing classroom objectives.
- Communicates with teachers, counsellors, and other district personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Provides instruction and implements, under the supervision of assigned teacher, instructional programs and lesson plans (e.g. reading, math, language comprehension, writing, computer, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom.
- Maintains classroom equipment and work area for the purpose of ensuring availability of a safe learning environment and/or meeting mandated requirements.
- Promotes good study habits and student independence for the purpose of improving the quality of student outcomes.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. self-esteem, behavioral skills, daily living skills, etc.) for the purpose of implementing goals for remediation of student deficiencies and ensuring student's success.
- Documents student's daily activities (e.g. behavior, completed assignments, on/off task times, etc.) for the purpose of completing daily logs and student's hourly activities.
- Implements under the supervision of assigned teacher, behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.

- Models conversation, manners, clean-up activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
- Order and operate a variety of instructional and audio-visual equipment as required; operate copiers, computers, and general office machines as needed.
- Monitor students on campus, on educational field trips, and during lunchtime. Monitor students getting on or off the school busses as assigned. Assist in planning and arranging field trips and special activities and transport children on field trips as assigned.
- Confer with teachers concerning programs, materials, and adaptations to meet student's needs as necessary.
- Attend staff meetings and in-service programs.
- Perform first aid in emergency situations according to established guidelines; observe health and safety rules.
- Constantly reinforce self-esteem, self-image and morale with praise. Encourage independence and self-confidence inside and outside the classroom.
- Participate in continuous professional development to maintain a current understanding of the special education paradigm. Participate in disaster preparedness drills. Serve on assigned committees and teams. Participate in District mandated training and retraining programs.
- Perform other duties asked by supervisor.

Standards of Knowledge and Ability:

To perform the job successfully, an individual should demonstrate the following competencies.

Knowledge of:

General concepts presented in Middle and High school

Practical learning patterns and behavior

Behavior modification techniques

Basic concepts of child and adolescent development and of the behavior characteristics of specific disorders

General needs and behavior of students with learning disabilities

Correct English usage, spelling, grammar, and punctuation

Reading and writing in English and phonics and basic reading principles

Number concepts and general mathematics

Operation of standard office equipment

Basic record keeping techniques

Appropriate safety precautions and procedures

Ability to:

Communicate with students and motivate them to participate in learning activities

Encourage and motivate children with varying abilities

Reinforce instruction in all subject matter

Learn and adapt to new procedures and conditions
Recognize hazards to safety
Learn laws, rules, practices, and procedures related to public education and related to the program to which assigned
Perform routine clerical work
Maintain accurate records
Learn to use classroom technology, audio/visual equipment and other instructional equipment
Supervise students in classroom, on field trips, and out-of-doors
Demonstrate proficiency in reading, writing, and mathematical skills
Understand and carry out oral and written instructions
Establish and maintain effective relationships with those contacted in the course of work

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to point, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or transfer up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education Required:

Completion of at least two years of study at an institution of higher education **OR** Possession of an Associate's Degree or higher **OR** demonstration of proficiency and ability to assist in instructing reading, writing and mathematics by passing a recognized local, county or state assessment of these skills with a passing score. (Test must evaluate skills and knowledge equivalent to or in excess of the district requirement for a student to graduate at the high school level.)

Credentials / Training Required:

Mandated/ongoing training on various related topics is required.
This position is contingent on the incumbent passing a Post-Offer Pre-Placement physical.
Possession of a valid CPR/First Aid certification.
Negative TB Test.

Experience Required:

Experience of one or more years in a school or in an environment working with exceptional children in a learning environment.