

SPECIAL EDUCATION ASSISTANT - PHYSICALLY HANDICAPPED

DEFINITION

Under general supervision to perform a variety of health care, housekeeping and paraprofessional instructional activities to students between the ages of 18 months and 22 years; to assist in training and intensified learning experience with physically handicapped students; to perform a variety of supportive activities for instructional personnel and to do other related duties as assigned.

EXAMPLES OF DUTIES

- Assists instructional personnel in the implementation of individual educational plans under the teacher's supervision.
- Assists students in academic instruction in a variety of settings such as self-contained, integrated and resource class.
- Continuously monitors and assists students through drill, practice and study activities in reading, spelling, language skills, arts and crafts, cooking lessons, swimming pool activities and other subjects according to teacher's instructions.
- Assists in helping students understand their handicap and work toward improving their skills in areas where specific weaknesses have been diagnosed.
- Assists students in the development maintenance of appropriate social behaviors.
- Assists students to become self-reliant and to relate with individuals or groups who are not handicapped.
- May take notes for students.
- Assists in testing and in scoring tests.
- Assists in the maintenance of students; daily performance, records and files.
- Feeds students incapable of self-feeding (this may include readjustment of diet as necessary for student's oral abilities).
- Assists in designing and construction of adaptive equipment to aid students in self-help activities.
- Positions students frequently including placing them in therapeutic equipment.
- Takes attendance and lunch counts.
- Supervises students during study, lunch and play periods.
- Trains and assists students in self-care skills such as toileting, washing hands, dressing, holding glass and use of eating utensils.
- Cleans students lacking control.
- Changes diapers and clothes.
- May move students to and from buses.
- Teaches independent mobility and assists with walkers; pushing wheelchairs and carrying students unable to walk.
- Maintains classroom routine and discipline for short periods of time when teacher is not present.
- Operates a variety of audio-visual equipment such as projectors, tape recorders and other learning machines.
- May type and duplicate lessons, tests and other instructional materials.
- Assists in keeping study area attractive and orderly.
- Performs first aid when necessary.
- Attends staff meetings.
- Performs clerical work.
- Any other duties as assigned.
- (May be required to use bilingual skills as designated in advertisement).

QUALIFICATIONS

Knowledge of:

- Physical requirements peculiar to handicapped students.
- General needs and behavior of physically handicapped students.
- Problems involved in the care of physically handicapped students.

- Methods and attitudes required in assisting physically handicapped students with their personal needs and academic activities.
- Principles of, practices of behavior modifications.
- English usage, punctuation, spelling and grammar.
- Basic arithmetic concepts.
- Principles, goals and objectives of the educational process.
- First Aid.

If bilingual requirement is included in advertisement:

- Possess an understanding of the cultures represented in the classroom.
- Use and react correctly to basic non-verbal communication within the target cultural patterns.
- Possess correct grammatical structure and the vocabulary necessary for most practical and social topics in the primary language.

Ability to:

- Demonstrate an empathetic, patient and receptive attitude with students exhibiting specialized physical and behavior needs.
- Establish and maintain an effective relationship with teachers, therapists and other certificated staff.
- Communicate satisfactorily in oral and written form and serve as an appropriate model.
- Gain the confidence of handicapped students, encourage and assist them in therapy, classroom and recreational activities.
- Assist in the physical care of students, which includes administering first aid when necessary.
- Deal appropriately with behavior exhibited by handicapped students.
- Remain calm under stress.
- Understand and maintain confidentiality.
- Follow a work schedule that may change from day to day.
- Perform routine clerical tasks and operate office and educational machines and equipment.
- Successfully supervise students.
- Use safe working conditions.
- Physically lift and move immobilized students.

If bilingual requirement is included in advertisement:

Communicate orally in the students' primary language.

Read in the primary language general items and regular school material prepared in that language.

Do simple translation and interpretation between English and the students' primary language.

Communicate and relate to the community.

Education and Experience:

Education, training and experience equivalent to the completion of the twelfth grade and at least one year experience working with handicapped students, which must have included academic activities and completion of at least one semester course work in special education or a related field.

Test required:

Must pass a written basic skills test.

If bilingual requirement is included in advertisement:

Must pass a written and oral bilingual test.

Certificate required:

Must obtain District First Aid Course Certificate within the first six months of employment.

Preference:

CPR Certificate and a valid American Red Cross First Aid Certificate.

Salary Placement:

CSEA 318

Incremental Salary Schedule

209-work days

Board Approval: 03/26/96

08/23/83