

SPECIAL EDUCATION DEVELOPMENT ASSISTANT

DEFINITION

Under general supervision, assist teacher, therapist or other certificated staff in providing instruction, health care, housekeeping and supervision to students between the ages of 18 months and 22 years with a variety of physical and learning handicaps, including students with both severe mental and physical handicaps; to perform a variety of supportive activities for instructional personnel and to do other related duties as assigned.

EXAMPLES OF DUTIES – Duties may include, but not limited to, the following:

- Move students to and from buses, teaching independent mobility and assisting with walkers, pushing wheelchairs and carrying students unable to walk
- Assist instructional personnel in the implementation of individual educational plans
- Work with groups and individual students in a variety of areas such as sensory stimulation, language development, social skills, number concepts, visual perception, basic reading, math, art projects, music and swimming pool activities
- Work with students in a variety of gross motor activities such as climbing, balancing, walking and crawling
- Communicate with students using the total communication concept
- Position students frequently including placing them in therapeutic equipment
- Perform feeding including readjustment of diet as necessary for student oral abilities
- Feed students incapable of self-feeding
- Assist in designing and construction of adaptive equipment to aid students in self-help activities
- May be required to perform first aid in the course of work
- Carry out instructions as prescribed by therapist
- Assist students with toileting, buttons, snaps, zippers, etc.
- Clean students lacking control
- Change diapers and clothes
- Train students in self-control skills such as toileting, washing hands, dressing, holding glass, and use of eating utensils
- Participate in the development of individual goals for students, work schedules and evaluation of student progress
- Attend staff meetings
- Take attendance and lunch count
- Operate a variety of audio-visual equipment such as projectors, tape recorders and other learning machines
- May participate in the parent meetings
- Maintain classroom routine and discipline for short periods of time when teacher is not present
- Assists in keeping study area attractive and orderly
- Other related duties assigned

QUALIFICATIONS

Knowledge of:

- Physical requirements pertaining to handicapped students.
- General needs and behavior of physically and mentally handicapped students.
- Problems involved in the care of physically and mentally handicapped students.
- Methods and attitudes required in assisting physically and mentally handicapped students with their personal needs and academic activities.
- Techniques in dealing appropriately with assaultive behavior.
- Proper use and function of therapeutic equipment.
- English usage, punctuation, spelling and grammar.

- Basic arithmetic concepts.
- Principles, goals and objectives of the educational process.
- First Aid.

Ability to:

- Demonstrate an empathetic, patient and receptive attitude with students exhibiting specialized physical and mental 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
- Physically lift and move immobilized students
- Assist in the hygiene and physical care of students which includes administering first aid, clothing, and bathing 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

EDUCATION, TRAINING AND EXPERIENCE

- Education, training and experience equivalent to completion of the twelfth (12) grade and at least one (1) year experience working with handicapped students; and completion of college level courses in special education or a related field

NO CHILD LEFT BEHIND FEDERAL REQUIREMENTS

- High school graduation or GED
- Degree or completion of 48 semester units from accredited college or university or District Assessment Test/County certificate showing compliance with NCLB. (SUSD proficiency test taken before 7/1/04 does not meet this requirement)

CERTIFICATE REQUIRED

District First Aid Course Certificate must be obtained within the first six months of employment. A valid American Red Cross First Aid Certificate and CPR Certificate preferred.

Salary Placement:

CSEA 318

Incremental Salary Schedule

209-work days

Board Approval: 04/02/09

08/23/83