

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

SPECIAL EDUCATION PROGRAM ASSISTANT

JD 4200.1

Definition

Under general supervision, to perform paraprofessional instructional activities in specialized programs; to provide intensified learning experience for students in specialized programs; to provide a variety of clerical and supportive tasks for instructional personnel; and to do related work as required.

Responsible to

Principal

Examples of Duties

1. Assists instructional personnel with the development of a variety of instructional materials.
2. Assists in the presentation of the learning materials and instructional exercises.
3. Tutors students individually or in small groups to reinforce and follow-up learning activity.
4. Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel.
5. Assists in supervision of Special Education students in the classroom, on study trip activities, on the playground and bus duty, as directed.
6. Listens to student(s) reading, reads to students, explains words and meanings, rephrases materials and provides similar learning examples.
7. Assists students in their personal hygiene care.
8. Assists in the management and shaping of student behavior through the use of positive reinforcement strategies.
9. Assists in maintaining a variety of reports and records.
10. Performs general clerical duties for instructional personnel.
11. Distributes and accounts for materials such as textbooks, supplies and equipment; collects, assembles, catalogues and distributes resource materials.
12. Assists in maintaining student discipline.
13. Assists in scoring tests, and computes and records scores. JD 4200.1
14. Assists in maintaining a neat, orderly and attractive learning environment including designing and displaying bulletin Boards.
15. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. English usage, punctuation, spelling and grammar.
2. General concepts of child growth and development and child behavior characteristics in the Special Education programs of assignment.
3. Special Education goals and objectives.
4. Routine record keeping.

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5. Basic arithmetical concepts.
6. Basic First Aid principles.

Ability to:

1. Assume responsibility for supervising students.
2. Learn and utilize standard teaching aids and office machines.
3. Perform routine clerical work and light typing.
4. Learn and utilize basic methods and procedures to be followed in instructional settings in special education programs of assignment.
5. Demonstrate an understanding, patient, warm and receptive attitude toward children with special needs.
6. Understand and carry out oral and written instructions.
7. Maintain cooperative working relationships with students, staff, parents and the general public.
8. Type proficiently.
9. Pass a District administered general knowledge proficiency test.

Training, Education and Experience:

1. High School degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification
3. Experience working with people of various cultures
4. None required, but one year of paid or volunteer experience working with children in an educational or child care setting is highly desirable, preferably involving children with special needs; equivalent to the completion of the twelfth grade, preferably supplemented by courses in atypical students, psychology or guidance; or any combination of training and experience that may likely provide the desired knowledge and abilities.

Job Description Adopted: April 1981
Job Description Revised: July 16, 1990
Job Description Revised: May 2, 2005