

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

SPECIAL EDUCATION PROGRAM ASSISTANT I

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 students with a patient and friendly attitude and provide oral support in a non-judgmental, non-reactive manner.
2. Assists instructional personnel with the development of a variety of instructional materials.
3. Assists in the presentation of physical and digital learning materials and instructional tasks.
4. Assists students individually or in small groups to reinforce and follow-up learning activity.
5. Monitors and assists students through practice and learning activities following the presentation of instructional concepts by instructional personnel.
6. Monitor and supervise students in various locations while being aware of environment and ready to respond to potential actions of students.
7. Listens to student(s) reading, reads to students, explains words and meanings, rephrases materials and provides similar learning examples.
8. Assists students in their personal hygiene care.
9. Assists in the management and shaping of student behavior through the use of positive reinforcement strategies.
10. Assists in maintaining a variety of reports and records.
11. Performs general clerical duties for instructional personnel.
12. Distributes and accounts for materials such as textbooks, supplies and equipment.
13. Assists in maintaining a positive behavior support system.
14. Assists with data collection and assessments for student IEP goals.
15. Assists in maintaining a neat, orderly and attractive learning environment.
16. Performs other related job duties as assigned.

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

Ability to:

1. Assume responsibility for supervising students.
2. Learn and utilize standard instructional equipment.
3. Perform routine clerical work and light typing.
4. Learn and utilize basic methods and procedures to be followed in instructional settings.
5. Understand and carry out oral and written instructions.
6. Establish and maintain cooperative working relationships and flexibility with students and school personnel.
7. Interpersonal skills including tact, patience and courtesy.
8. Maintain confidentiality of student and school information.

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 childcare 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.

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Working Conditions

Environment

1. Indoor/Outdoor Environment
2. School campus
3. Constant interruptions

Physical Demands

1. Safely lift students with assistance from other trained personnel.
2. Ability to push and pull a wheelchair with an adult-sized student in it for extended distances using wheelchair ramps when necessary.
3. Bending, crouching, kneeling, and sitting on the floor.
4. Ability to walk briskly without physical stress, moderate physical exertion.

Job Description Adopted: June 6, 2022