



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SPECIAL NEEDS ASSISTANT

DEFINITION:

Under supervision of an Administrator in the SELPA program, this position provides a full range of instructional and physical assistance as well as specialized health care services in a Special Education classroom. The severely handicapped require specialized assistance in providing a full range of physical assistance to children unable to function above minimal levels such as (1) assisting children to eat, (2) moving their bodies, (3) changing diapers and cleaning them, and (4) providing specialized health care services.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Assist certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to the students with special needs. Interacts with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Participate in lesson and program planning, staff meetings, and conferences. Enters into a helping relationship with the pupil under the supervisor's direction to foster learning in an atmosphere of acceptance.
- Support the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment; actively works with pupil during an activity, and assists with clean-up after an activity. Provides necessary supervision in academic and non-academic activities.
- Reinforce training and/or instruction by tutoring students in motor and perceptual skills and work training programs. Assist in the grading and correction of work activities and maintenance of required records and data collection on individualized goals.
- Follow accepted principles, practices, rules, and regulations concerning students with special needs.
- Perform other duties as assigned, requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.
- Itinerant positions are required to drive frequently for department business.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Equivalent to the completion of the twelfth grade.
- Training or coursework in child growth and development, special education, instructional technology, or a closely related field is preferred.
- Passing score on Instructional Aide Proficiency Exam, 2 years college (48 units), or AA degree or higher.
- One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment is preferred.

KNOWLEDGE OF:

- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs.
- Behavior management strategies and techniques relating to pupils experiencing atypical control problems.
- Appropriate English usage, punctuation, spelling, and grammar.



Tehama County Department of Education
Job Description
Special Needs Assistant

Official: 
Effective: 09/05/18

- Basic arithmetical concepts.

ABILITY TO:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to stand, walk, sit, and reach with hands and arms.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must be able to exert up to 50-75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for some of the time.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment, and work with various materials and objects.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: September 5, 2018