

## **SPECIAL NEEDS ASSISTANT MILD/MODERATE**

### **Purpose Statement**

The job of Special Needs Assistant - Mild/Moderate is done for the purpose/s of assisting in the supervision and instruction of special needs students under the supervision of a certificated teacher in a resource classroom and/or regular classroom; observing and documenting student progress; implementing plans for instruction; and providing clerical support to teacher.

### **Essential Functions**

- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities.
- Confers with teacher/s, Speech Therapist, PTs, COTAs as may be required for the purpose of assisting in evaluating special education student progress and/or implementing IEP objectives.
- Implements academic instruction taught by a teacher for individuals or small groups for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks.
- Implements behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of assisting in meeting special education students needs and providing a consistent environment.
- Instructs special education students (e.g. math, science experiments, reading, behavioral skills, daily living skills, writing, verbal skills, etc.) for the purpose of implementing goals for remediation of student deficiencies; assisting them in adapting to mainstream classroom/s and ensuring students success.
- Maintains instructional materials and/or student files/records (e.g. adapting instructional materials, checking papers, attendance, audio visual equipment, set up projects, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors special education students (e.g. classroom, field trips, lunch, playground, etc.) for the purpose of providing a safe and positive learning environment.
- Monitors student's personal necessities (e.g. toilet, medication, appetite, etc.) for the purpose of providing for their needs and safety.
- Performs record keeping (daily journal on instruction and/or behavior) and clerical functions (e.g. correcting papers, copying, instructional materials, grading papers, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

Skills, Knowledge and Abilities SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include; adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. / Training**

None Specified

**FLSA Status**

Non Exempt

**Certificates & Licenses**

First Aid/CPR, Restraint Training (District designated)

**Clearances**

Criminal Justice Fingerprint Clearance  
TB Clearance

**Salary Grade**

Classified 9