



**STOCKTON UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION ASSISTANT
LEARNING AND COMMUNICATIVELY HANDICAPPED**

DEFINITION

Under general supervision, perform a variety of paraprofessional instructional activities; to assist in training and intensified learning experience with learning and communicatively handicapped; to perform a variety of supportive activities for instructional personnel; perform other related duties as assigned.

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

- Assist instructional personnel in the implementation of individual educational plans under the teachers' supervision, including behavior modification strategies
- Assist students in academic instruction in a variety of settings such as self-contained, integrated and resource class
- Tutor individuals and small groups of students to reinforce and follow-up training and learning activities
- Continuously monitor and assist students through drill, practice and study activities in reading, spelling, language skills, arts and crafts and other subjects according to teacher's instructions;
- Supervise students during study, lunch and play periods
- Assist students in the development and maintenance of appropriate social behaviors through the use of a variety of positive reinforcement techniques, activities and/or materials
- Assist in maintenance of student daily performance, records and file
- Assist in testing and in scoring test
- Assist in the development and implementation of plans to meet students' needs
- Prepare instructional materials
- Operate a variety of audio-visual equipment such as projectors, tape recorders and other learning machines
- May type and duplicate lessons, tests and other instructional materials
- May assist students to and from buses
- Take attendance and lunch count
- Perform first aid when necessary
- May drive district vehicle to transport students to and from sites
- Maintain classroom routine and discipline for short periods of time when teacher is not present
- Perform clerical work
- Assist in keeping study area attractive and orderly
- Attend staff meetings
- Other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Learning requirements for handicapped students
- General needs and behavior of learning, emotional and communicatively handicapped and hard of hearing students
- Problems involved in the care of learning handicapped students
- Methods required in assisting learning, emotional and communicatively handicapped and hard of hearing students with their academic activities
- Principles and practices of behavior modification
- Techniques in dealing with assaultive behavior
- 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 learning and 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
- Assist in the physical care of students, which includes administering first aid 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 the completion of the twelfth (12) grade, and at least one year experience working with handicapped students, which must have included academic activities and completion of at least one semester course work 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)

CERTIFICATES REQUIRED

District First Aid Course Certificate must be obtain within the first six (6) months of date of hire. CPR Certificate and a valid American Red Cross First Aid Certificate preferred.

Salary Placement:

CSEA 318

Incremental Salary Schedule

209-work days

Board Approval: 03/31/09

03/26/96

08/23/83