

# Job Description

## SPECIAL EDUCATION TRAINEE

### Job Purpose

Performs entry-level work of gradually increasing responsibility in assisting in meeting the physical and educational needs of students in special education schools and classes. Assist teachers in caring for students' physical needs and in presenting educational material and developmental exercises while learning the duties and responsibilities of a Special Education Assistant through a combination of experience and formal education. Special Education Trainees (Restricted) are those Special Education Trainees that are hired in accordance with the provisions of Education Code Section 45259.

### Responsible To

General supervision is received from a Supervising Special Education Assistant, Special Education Assistant as assigned, or a certificated administrator. Work direction is received from a special education teacher as assigned.

### Subordinates

No supervision is exercised.

### Functions

#### *Essential Functions*

1. Assist with supervision of students in multiple settings.
2. Assist children with development of adequate adaptive behavior skills, to include toileting when necessary, and assisting with other adaptive behavior needs.
3. When trained and supervised by a licensed health care professional, assist in performing specialized health care duties for children with unique health care needs.
4. Communicate effectively (verbal and written language).
5. Assist children with their development in academics and social skills, as directed by certificated staff.
6. Incorporate within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:
  - a) Ability to work at a desk, conference table, or in meetings of various configurations.
  - b) Ability to stand and circulate for extended periods of time.
  - c) Ability to see, for purposes of reading, laws and codes, rules, and policies and other printed matter and observing students.
  - d) Ability to hear and understand speech at normal levels.
  - e) Ability to communicate so others will be able to clearly understand normal conversation.
  - f) Ability to bend, twist, kneel, stoop, run, and crawl.
  - g) Ability to reach in all directions.
  - h) Ability to lift 40 lbs.
  - i) Ability to carry 20 lbs.

#### *Other Related Functions*

1. Initiate and complete assigned tasks in a timely and thorough manner.
2. Performs a variety of activities pertinent to training, physical care, disciplining, and tutoring to inculcate habits, knowledge, and skills in students with disabilities.

3. Assists teachers in implementing lessons or portions of lessons to a student or a group of students, checks accuracy of work, and presents additional assignments as directed by a teacher.
4. Helps students to use books, classroom materials, and equipment.
5. Adjusts or rephrases portions of text and classroom instructions.
6. Keeps routine records related to recording attendance, grades, test scores, and lunch money.
7. Assists teachers with use of electronic equipment and presentation of materials and methods to reinforce lessons to students.
8. Assists teachers in directing activities for assigned groups of students.
9. Lifts students in and out of holding or locomotive devices and on and off buses when trained by appropriate staff.
10. Assists students with all aspects of toileting which may include diapering and lifting on and off the toilet, changing tables, and mats as trained by appropriate staff.
11. Assists students with the use of mobility equipment, such as leg braces, walkers, mobile standers, and tricycles as trained by appropriate staff.
12. Assists teachers in working with students who may be demonstrating such behaviors as hitting, biting, scratching, and running, and works as a member of a team to implement the behavior support plan and/or crisis plan as trained by appropriate staff.
13. Under the teacher's direction, participates in data collection on behaviors as part of behavior support plan development and implementation.
14. Assists teachers in maintaining an environment conducive for learning and encouraging appropriate behavior by the students using a consistent team approach.
15. Assists teachers in carrying out positive reinforcement procedures and reactive strategies identified in a behavior support plan, such as prompting student to switch to functionally equivalent replacement behavior and debriefing during the school day.
16. Assists teachers on field trips by helping students with physical needs, maintaining discipline, and reinforcing learning situations.
17. Assists bus drivers in maintaining discipline and responding to the physical needs of students.
18. Supervises a group of students in the temporary absence of the responsible teacher when notified.
19. May obtain food from the kitchen, serves food, and feeds students or helps them to feed themselves.
20. May make minor adjustments on special equipment such as wheelchairs, crutches, braces, standing tables, and gurneys when trained by appropriate staff.
21. standing tables, and gurneys when trained by appropriate staff.
22. May act as a resource regarding student issues at Individual Education Plan (IEP) meetings, if requested.
23. May take student temperatures, administer first aid, and provide basic nursing care as directed or authorized by a School Nurse.
24. May carry out the instructions of a Supervising Special Education Assistant or certificated employee to implement special physical handling, care, or exercises prescribed by doctors, nurses, or therapists as trained by appropriate staff.
25. May work with teachers, agencies, and private companies to assist in making job placements for graduates of vocational courses and may take students to job interviews.
26. Assist children with their development in academics and social skills, as directed by certificated staff.

### ***Other Functions***

Performs related duties as assigned.

## **Qualifications**

### ***Education***

#### ***Required***

In compliance with the No Child Left Behind Act of 2001 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 60 semester units or 90 quarter units from a recognized college or university;

OR

Possession of an associate or higher degree, from a recognized college or university;

OR

Receipt of a passing score on the Instructional Assistance Test.

#### ***Desired***

Twelve college semester units or 18 quarter units in courses directly related to the instruction, physical care, or well-being of children with disabilities. Such courses are most likely to be offered in the following areas: special education, child development, psychology, health, and education. Successful completion of a course in language signing or Braille offered by the District or a recognized college or university may be substituted for three of the twelve required semester units.

#### ***Experience***

600 hours of paid experience or verifiable supervised volunteer experience providing physical or instructional assistance to disabled individuals in a school, pre-school, hospital, or other education program;

OR

600 hours of verifiable experience as a student teacher in a school for disabled students.

OR

One year of paid experience in an education program for children with disabilities and current status as a permanent Special Education Trainee.

#### ***Special Certification/Licensing***

1. A Food Handler's Certificate must be obtained upon appointment and renewed annually.
2. A First-Aid Certificate issued by a recognized First Aid training program must be obtained within 60 days after appointment and must be kept valid during the term of employment.
3. Ability to communicate in a language in addition to English may be required for some positions.
4. A valid California Driver License and use of an automobile may be required for some positions.
5. A CPR Certificate issued by a recognized CPR training program must be obtained within 60 days after appointment and kept valid during the term of employment.

#### ***Special Physical Demands***

1. Ability to safely lift, maneuver, and position students, with or without aid, when feeding, mobilizing, cleaning, and/or toileting.

2. Ability to properly use and manipulate equipment designed to support and/or transport a disabled or injured student.
3. Ability to appropriately and safely lift and/or transport, with or without aid, or otherwise support a disabled or injured student.
4. Mobility to traverse all areas of the work site

**Health**

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

**Special Requirements**

Annual Blood Borne Pathogen training (new employees must complete prior to employment).

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*[The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.]*

*This job description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.]*