

Job Description

SUPERVISING SPECIAL EDUCATION ASSISTANT

Job Purpose

The Supervising Special Education Assistant (SSEA) supervises Special Education Assistants, Trainees, and Health Care Assistants (HCA) assigned to schools and may supervise those staff members working as itinerant staff assigned to more than one location in support of students with Individualized Education Programs (IEPs). The School Nurse works closely with the Supervising Special Education Assistant to ensure that those assigned to perform medical protocols or treatments have the appropriate child specific training. The Supervising Special Education Assistant assigns Special Education Assistants, Trainees, and Health Care Assistants to classrooms, bus, playground and food-service duties. The purpose of these assignments is to ensure students with disabilities are supervised during bus arrival and departure, transfer of students between locations on the school site such as classrooms, therapy rooms, and restrooms, and to ensure appropriately trained staff are available to meet the health care needs of the students with IEPs.

Responsible To

The Supervising Special Education Assistant is under the direct supervision of the school principal or their designee. Those assigned to the position are evaluated by the school principal or their designee. The School Nurse trains and supervises Unlicensed Assistive Personnel (UAP), including the Supervising Special Education Assistant, Special Education Assistants and Trainees, and Health Care Assistants who perform Specialized Health Care Protocols, assist students with medication administration, and monitor the health care needs of the students.

Subordinates

The Supervising Special Education Assistant orients and trains Special Education Assistants, Trainees, and Health Care Assistants including the organization of professional development for these staff members at schools. The SSEA also monitors First-Aid Certificates, CPR Certificates, Food Handler Permits, and certification of attendance at required trainings.

Functions

Essential Functions

1. Orients and trains Special Education Assistants, Trainees, and Health Care Assistants including the organization of professional development for these staff members at schools.
2. Monitors First-Aid Certificates, CPR Certificates, Food Handler Permits, and certification of attendance at required trainings.
3. Assigns Special Education Assistants, Trainees, and Health Care Assistants to classrooms, bus, playground and food-service duties.
4. As needed, performs a variety of activities pertinent to training, physical care, disciplining, and tutoring to inculcate habits, knowledge, and skills in students with disabilities.
5. As needed, 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.
6. As needed, helps students to use books, classroom materials, and equipment.
7. As needed, adjusts or rephrases portions of text and classroom instructions.

8. As needed, keeps routine records related to recording attendance, grades, test scores, and lunch money.
9. As needed, assists teachers with use of electronic equipment and presentation of materials and methods to reinforce lessons to students.
10. As needed, assists teachers in directing activities for assigned groups of students.
11. As needed, lifts students in and out of holding or locomotive devices and on and off buses when trained by appropriate staff.
12. As needed, 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.
13. As needed, assists students with the use of mobility equipment, such as leg braces, walkers, mobile standers, and tricycles as trained by appropriate staff.
14. As needed, 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.
15. As needed under the teacher's direction, participates in data collection on behaviors as part of behavior support plan development and implementation.
16. As needed, assists teachers in maintaining an environment conducive for learning and encouraging appropriate behavior by the students using a consistent team approach.
17. As needed, 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.
18. As needed, assists teachers on field trips by helping students with physical needs, maintaining discipline, and reinforcing learning situations.
19. As needed, assists bus drivers in maintaining discipline and responding to the physical needs of students.
20. As needed, supervises a group of students in the temporary absence of the responsible teacher when notified.
21. As needed, may obtain food from the kitchen, serves food, and feeds students or helps them to feed themselves.
22. As needed, may make minor adjustments on special equipment such as wheelchairs, crutches, braces, standing tables, and gurneys when trained by appropriate staff.
23. As needed, may act as a resource regarding student issues at Individual Education Plan (IEP) meetings, if requested.
24. As needed, may take student temperatures, administer first aid, and provide basic nursing care as directed or authorized by a School Nurse.
25. As needed, 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.

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.

In addition, to be eligible for the position of Supervising Special Education Assistant, the applicant must have twelve semester units from a recognized college or university in child growth and development, sociology, psychology, health, education, or other courses directly related to the physical care or psychology of children with disabilities. Additional courses in art, English, history, mathematics and supervision are desirable.

The individual must have two years of paid experience in caring for the physical, mental, and emotional requirements of disabled students in a school setting.

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

The individual must have two years of paid experience in caring for the physical, mental, and emotional requirements of disabled students in a school setting.

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 upon 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 upon 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.]

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