

**TITLE: SPECIAL EDUCATION ASSISTANT II**

**REPORTS TO:** Site Principal

**JOB GOAL:** To assist in conducting intensified, positive learning experiences for students in assigned areas of study under direct supervision following a prescribed course of study; to oversee and supervise students; to perform clerical and para-professional work both outside and in the classroom; and to do other related work as may be required.

## **QUALIFICATIONS**

### ***Knowledge of***

1. English usage, punctuation, spelling, grammar, and math.
2. General concepts of child growth and development and child behavioral characteristics.
3. General purposes and goals of public education.
4. Routine record keeping.
5. Specific subject area content as required in job assignment.
6. Student testing and testing procedures.
7. Techniques used in controlling and motivating students.
8. The different needs of special education students.
9. Safety rules and regulations for this position.

### ***Ability to***

1. Apply general policies and procedures to specific situations.
2. Assume responsibility for supervision of students.
3. Be a productive and active team member.
4. Establish and maintain effective rapport with students, parents, and community members.
5. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
6. Utilize basic methods and procedures to be followed in instructional settings.
7. Operate standard office and instructional equipment including typewriter, copy machine ditto machine, cassette recorders, audio-visual equipment, computer terminal, and other instructional media.
8. Perform routine clerical work and basic mathematical calculations.
9. Provide appropriate special education services in the regular classroom.
10. Read and comprehend reading materials proficiently.
11. Understand and carry out verbal and written instructions.

### ***Training and Experience***

1. Completion of the twelfth (12th) grade or equivalent.
2. Three (3) years of successful experience related to specific job assignment.
3. Twelve (12) semester units of job-related coursework successfully completed with a grade 'C' or better, or 'pass' in a pass/fail system, or equivalent as determined by the district.

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**ESSENTIAL FUNCTIONS**

1. Administers and corrects tests, daily assignments, and homework, etc.
2. Administers first aid in conjunction with established district policies and procedures.
3. Administers special health-related services to special education students.
4. Assists a certificated teacher or teachers in classroom operation, including the teaching of academic skills related to the level of achievement for a group of mentally, emotionally, physically, or learning disabled students.
5. Assists in establishing and maintaining informational operational records and files; reports and tracks student progress.
6. Assists in the supervision of students to maintain an effective learning environment, noting behavioral problems observed and assisting in discipline within a framework of well-established policies and procedures.
7. Attends I.E.P. and other special education meetings as required.
8. Follows district policies and procedures.
9. Monitors and assists students while using equipment, including computer terminals, cassette recorders, audio-visual equipment, and other instructional media.
10. Prepares instructional material and equipment for use in classroom activities; types, prepares copies, gathers appropriate resource information, materials, and equipment as assigned.
11. Provides teaching staff and school administrators with relevant feedback and information on student progress through observation, daily contact and maintenance of accurate student progress records.
12. Reports suspected child abuse and communicable diseases to health office, site administrator, and/or appropriate agencies.
13. Monitors, inventories, and orders instructional supplies and equipment as needed.
14. Oversees and supervises students during classroom activities, on campus/play fields, in library, and on field trips.
15. Performs other related duties as required.
16. Tutors students individually or in small groups to reinforce and follow-up learning activities.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.
3. Obtain and maintain a valid First Aid Certificate and CPR Certificate.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to stand and walk.
5. Able to squat, twist, stoop, kneel and bend.
6. Able to sit for sustained periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.

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**PHYSICAL ABILITIES** (continued)

8. Able to lift and/or carry up to twenty (20) pounds for up four (4) hours per day and fifty (50) pounds for up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion.
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.*

**TERMS OF EMPLOYMENT:** 10-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will complete the evaluation.

Approved by: Board of Education Date: October 9, 1997  
Amended by: Board of Education Date: January 19, 2006

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**