

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Special Education Physical and Health Disabilities-Special Technologies Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
		<b>CLASSIFICATION:</b>	Classified
<b>DEPARTMENT:</b>	Various schools	<b>SALARY GRADE:</b>	020 PARA
<b>FLSA:</b>	Non-Exempt		
<b>REVISED:</b>	October 8, 2002		

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#### **BASIC FUNCTION:**

Provide assistance to the instructional program for pupils with low incidence disabilities.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E = Essential Functions**

Tutor individual pupils or groups of pupils. **E**

Instruct pupils in the use of specially adapted computers, augmentative communications devices, specialized software programs and other similar devices which assist students with motoric limitations. **E**

Assist in training staff in the use of the specialized equipment and materials. **E**

Illustrate activities manually or with computer assistance to enhance pupils' communication skills. **E**

Assist in programming augmentative devices used by pupils. **E**

Assist in delivering, setting up, and cleaning computers and devices used in the instructional program. **E**

Assist with the inventory and distribution of specialized devices. **E**

Complete weekly reports. **E**

Arrange bulletin boards and other displays. **E**

Supervise pupils, in the absence of the classroom teacher. **E**

May provide individual or small group instruction to pupils according to established individual education plans. **E**

Support behavior management program. **E**

Administer, score, and record grades of tests. **E**

Oversee and perform cleanup activities. **E**

Supervise pupils at assemblies and on field trips, in the lunch or play areas, halls, and grounds. **E**

Maintain class rolls, attendance, and other records. **E**

Contact parents to set up or confirm conferences and consultations. **E**

Participate in staff development programs as directed. **E**

Gather, compile, and prepare data for statistical and operational reports. **E**

May train and direct pupil monitors.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school.

**LICENSING AND OTHER REQUIREMENTS:**

Personality and character traits suited to working with special needs children; personal appearance, grooming and language patterns which will provide a satisfactory example to pupils.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Special education instructional procedures and practices.

Computers and specialized equipment used by pupils with motoric limitations.

Reading and writing English communication skills.

**ABILITY TO:**

Demonstrate skill in the application of special education instructional procedures and practices and in the use of computers and specialized equipment used by pupils with motoric limitations.

Read, write, speak, and understand the English language.

Communicate effectively and maintain cooperative relationships with the public, parents, and staff.

Plan and organize work to meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, classroom and outdoor settings.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

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