

# SAN DIEGO CITY SCHOOLS

## POSITION DESCRIPTION

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<b>TITLE:</b>	Special Education Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	030 PARA
<b>REVISED:</b>	July 16, 2002		

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### **BASIC FUNCTION:**

Assist in educational and occupational programs in a special classroom or community setting for pupils with mental retardation, physical or multiple disabilities, or other exceptional needs; maintain classroom, lavatories, and other building spaces in a neat, clean manner.

**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**

Assist in training pupils in the basic academic and physical skills necessary to care for individual needs. **E**

Lift and move designated pupils as necessary in the use of bathroom facilities, including changing diapers and clothes, cleaning/showering, and providing personal hygiene care. **E**

Lift and move designated pupils as necessary in the loading and unloading from vehicles, and/or other activities, as assigned. **E**

Perform specialized health care procedures under direction of school nurse. **E**

Adjust special equipment and assist therapist in mobility therapy programs; clean and make minor adjustments to wheelchairs, special equipment, and toys; may prepare specialized materials and equipment for use in the special education or general education classroom. **E**

Tutor individuals and groups in subject material; may assist older pupils in taking classroom notes. **E**

Supervise pupils on or off school grounds; may supervise and attend pupils on buses as they are being transported to and from school or on special activity trips during the day; transport pupils to off-site locations to attend pre-vocational, vocational, and recreational activities and direct or supervise pupils during such events; meet buses and escort pupils to and from classrooms. **E**

Assist during meals by setting up tables or transporting lunch trays and feeding pupils as required. **E**

Maintain cleanliness of classroom, lavatories, supply room, and walkways; sweep, mop, dust, and wash assigned areas; maintain supplies of paper, soap, towels, and classroom materials. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of related or equivalent classroom assistance, child care, or custodial experience. Completion of post high school courses in Early Childhood Development, Elementary Education, or Special Education is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation may be required for designated positions which require the transportation of pupils (mileage expense allowance provided). Possession of current infant, child, and adult cardio-pulmonary resuscitation (CPR) certification from American Heart Association or American Red Cross. Individuals employed in this job class must be able to qualify for a food service safety certification.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Ordinary cleaning equipment, materials, and principles of sanitation.  
Reading and writing English communication skills.  
Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Recognize limitations of pupils and to encourage their participation in school or off-site activities.  
Read, write, and understand the English language.  
Understand and follow oral and written directions.  
Communicate effectively and maintain cooperative relationships.  
Establish and maintain effective working relationships with others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor or outdoor classroom environment; riding on a school bus; exposure to bodily fluids, infectious diseases, and cleaning agents and fumes.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate specialized equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting of heavy pupils in and out of restricted spaces.

7/02

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Job Code 6420

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