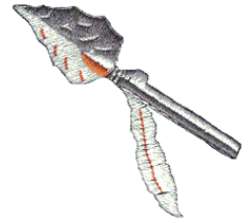


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

SPECIAL EDUCATION ASSISTANT I - Resource Room, Title I, ELL

Range Assignment: 06

Qualifications:

- High school diploma or equivalent
- Two years of post-secondary education or an associate's (or higher) degree, or a high school education of equivalent and a passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics *may be required*
- Ability to work harmoniously with others and to communicate effectively with students, parents and teachers
- Ability to comprehend and follow general oral and written instructions
- Ability to maintain confidentiality
- Possess basic secretarial/clerical skills
- Dress appropriately for the physical requirement of the job

Reports to: Building Administrator/Supervising Teacher

Job Goals: Performs a variety of paraprofessional instructional duties assisting a licensed teacher in the instruction of students with disabilities. Instruction and/or service may be separate from the teacher, requiring skill and supervision within the framework of an IEP or program procedure. Provides clerical functions as needed. May require assisting handicapped students and supervision of students on the playground.

Performance Responsibilities (essential job functions):

- Provide support to individuals or small groups of students with special learning needs and/or motor skill needs, following a prescribed program provided by teacher
- Check student work, correct papers and supervise testing
- Assists in monitoring classroom management, which may include the physical management, physical movement, lifting and carrying of students
- Assist the teacher in devising special strategies for meeting student needs, IEP's and program expectations
- Prepare materials prescribed by a licensed teacher, IEP requirements or lesson plan
- Supervise student helpers and direct helpers in the performance of prescribed duties

- Perform various clerical functions in student data collection, monitor assignments, IEP development and other related functions
- Assist in direct instruction for a classroom of disabled students as directed by professional staff. Implement related service activities designed for students under the direction of related service staff assigned to the classroom.
- Participate in in-service training programs
- Support students receiving services under the guidelines of any Special Program such as Title I, Title I-M and Educational Resources Centers.
- Perform such other related duties as may be assigned by the supervisors or the Superintendent.
- Is punctual and maintains regular attendance
- Performs other related duties as required or assigned.

Physical Requirements:

In a work day, employee may stand/walk 1-6 hours; sit 1-6 hours. May bend, squat, kneel, climb stairs occasionally, reach to heights of four feet, physically manage students as needed.

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		

*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

Terms of Employment:

Probationary period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____