

JOB DESCRIPTION

TITLE EXCEPTIONAL STUDENT EDUCATION (ESE) ASSISTANT

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Two years of study at an institution of higher education; or an Associate's degree (or higher); or demonstrate through a formal state or local academic assessment (<i>ParaPro Assessment</i>) knowledge of, and the ability to assist in instructing reading, writing, and mathematics, as appropriate and knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to parents, students, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	Training and Certification provided by the District in CPR, First Aid, Crisis Prevention Intervention (CPI) or TEACH is required within one-year of hire.
Reasoning Ability	Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to establish and maintain positive working relationships with others. Ability to work as a team member.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel;

and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Assists the Exceptional Student Education (ESE) teacher(s) in providing a well-organized, smoothly functioning educational environment in which students with cognitive, physical, communication and emotional disabilities can take full advantage of the instructional program and available resources.
2. Serves as a resource by supporting the teacher's efforts to organize and coordinate the instructional program for students with disabilities and performs additional support duties as delegated by the principal or his/her designee.
3. Works under the direct supervision of a Highly Qualified Teacher. Works in close proximity to the teacher and has frequent contact with the teacher.

SPECIFIC RESPONSIBILITIES

1. Assists students during teacher-directed whole group, small group, and individualized instruction.
2. Monitors and supports students during independent work or cooperative learning activities.
3. Provides follow-up and review after teacher-directed instruction.
4. Supports students' instructional programs through the preparation of educational materials and performs clerical tasks associated with instructional activities.
5. Assists with supervision of students in specific school settings (e.g., playground, lunchroom and media center).
6. Assists in implementing the goals and objectives of the students' Individual Educational Plans (IEP).

7. Assists in developing/maintaining students' daily living needs, such as toilet needs, lifting, diapering, feeding and personal hygiene, transferring, positioning, and ambulation as necessary.
8. Assists with management of chronic health conditions by monitoring student health status and administering procedures as indicated in the student's IEP of individual health care plan.
9. Assists with the arrival, departure and transportation of students.
10. Assists in classroom/student management, assists teachers in observing, recording and maintaining data about student performance and behavior and health status, and intervenes with District-approved Crisis Prevention Intervention (CPI) CPR, first aid, medication, and child-specific procedures when indicated and appropriately trained.
11. Assists with monitoring student behavior using positive behavior supports.
12. Provides, under the supervision of the ESE teachers and/or the direction of the registered nurse, the accommodations/modifications and related services as documented in the student's IEP.
13. Escorts students to and from classes or specialized functions as needed.
14. Uses positive, effective interpersonal communication skills.
15. Maintains confidentiality concerning education, health and personal information about students.
16. Follows District policies and procedures for protecting health, safety and well being of children and youth.
17. Demonstrates dependability, integrity, and respect for individual differences.
18. Maintains required certifications by participating in workshops and in-service training sessions as required.
19. Performs other duties as required.