



# Greater Albany Public Schools

## Special Education Assistant

**Salary Level:** See current CBA

**Reports to:** Building Principal

**Work Calendar:** 179 days (elementary), 181 days (secondary)

**Classification:** Classified

**Location:** Varies

**Shift:** Varies

**Position Overview:** Under direct teacher supervision, performs a variety of tasks assisting a teacher in the development of an instructional program by working with students individually or in small groups. Prepares instructional materials, maintains classroom discipline, and conducts planned activities using teacher designated methods and materials. In addition, provides assistance for the physically and intellectually disabled, learning disabled, emotionally disturbed, etc.

**Essential Duties and Responsibilities (other duties may be assigned):**

- Assists the designated teacher(s) with individual and group supervision and behavior management of students.
- Assists in developing and carrying out individual programs of instruction and support for designated students under direct supervision of the teacher.
- Observes, collects data, and records student progress. Assists with individual student testing.
- Communicate effectively (both orally and in writing) with students, parents, and staff. Responsible for materials preparation, record keeping and clerical work..
- Work as a team member and contribute in a positive manner to the relationships within the school community.
- Must have good computer word processing skills.
- May occasionally work irregular hours for events such as meetings and parent conferences. ·
- Provides for physical needs of special needs students by feeding, diapering, toileting and the like. May assist with medically frail students
- Supervises setting up and clean-up before and after activities.
- Prepares and organizes instructional materials as directed.
- Organizational ability, close attention to detail, appropriate handling of confidential information. ·
- Ability to follow school rules and policies.
- Ability to honor professional ethics and confidentiality.
- Willing to receive additional training as needed.
- Visually monitor school environment to maintain safety for all.
- Punctual, reliable attendance.

**Minimum Qualifications:**

- Have a high school diploma or the equivalent;
- Be at least 18 years of age; and
- Have standards of moral character as required of teachers (OAR 584-005-0005).

**Minimum qualifications for Title I-A Schools:**

- Completed two years of study at an institution of higher education; or
- Obtained an Associate's (or higher) degree; or
- Met a rigorous standard of quality and demonstrate through a formal state, or local academic assessment or para-educator certificate program, knowledge of and the ability to assist in instructing: Reading, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

**Desired Qualifications:**

- Bilingual preferred.

**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 regularly required to talk or hear. Employee will occasionally perform physical activities which may include: moving and/or lifting of students with physical disabilities; moving, lifting, and/or physically restraining of students with emotional and/or behavioral disabilities. Ability to perform physical activities which may include frequent standing, walking, bending, and/or lifting; Ability to occasionally assist students with personal hygiene tasks, assist students with injury and/or illness that could result and possible exposure to bodily fluids. The employee must occasionally lift and/or move 25-50 pounds.

**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.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

**Job Safety:**

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

**Anti-Discrimination Policy and Commitment to Diversity:**

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

**CANDIDATE STATEMENT:** "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

We're also adding a space at the end for the candidate to sign and date the job description at the end of the document that the candidate signs at onboarding. Attached are the job descriptions that have been updated since I started here in January. As Administrators request positions to be posted, if the job description hasn't been updated, I'll do that and after the job is posted, I'll send them to you.

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

