

OCSD Job Description

POSITION TITLE: Additional Adult Assistance (Shadow)

DEPARTMENT: Student Services

REPORTS TO: Principal

FLSA STATUS: Non-Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. The Shadow will accompany student to special needs and general education classes; also, the Shadow will accompany the student at all times as directed by the principal and/or the IEP.
2. In each class, the Shadow will assist the student in academic assignments given by the teacher if the student needs assistance. Any accommodations noted on the IEP may be carried out by the Shadow.
3. The Shadow may also be assigned other duties in the classroom if the student he/she is assigned to does not need his/ her assistance at that time. If during these duties the assigned student needs his/ her personal assistant, the Shadow would then, with the teacher's direction, return to work with the assigned student.
4. Most of the students do not need someone 100% of the time. It would be the classroom teacher's discretion to make other assignments within the room. These assignments could include working with another student, helping to pass out materials, etc.
5. It is not the intent of the position of the Shadow to only accompany students to classes. If a student needs a personal assistant, then he/ she would probably need academic assistance as well as behavioral assistance.