

## **Knappa School District #4**

### **Job Description**

Job Title: **TWO- 7 hr** Program Assistant - Severe Student Needs-**HLE**

Reports to: Designated Administrator

Salary: As per OSEA Agreement.

FLSA Status: Non-exempt

#### **POSITION DESCRIPTION**

The person in this position is supervised by the building or district level administrator and may work in a number of settings including Special Education classrooms. This person will work with students in groups, and with individuals, providing academic and behavioral support to students with severe cognitive, communication and/or behavioral needs. Employee may be asked to perform other duties as assigned similar to the responsibilities noted in this description.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Employees in this position perform some or all of the following tasks. Other related duties as assigned.

1. Under the direction of a licensed teacher, providing supplemental practice in various learning experiences, including drills and activities using learning strategies designed to reinforce or modify skills.
2. Demonstrate regular and acceptable attendance and punctuality, as set forth in Board policy.
3. Be familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
4. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
5. Work independently and cooperatively in teams with other staff members and students.
6. Attends staff meetings.
7. Attends in-service and workshop trainings; applying training to instructional responsibilities (examples include training in working with students experiencing autism, assistive or augmentative communication, use of technology, following/implementing) behavior plans, and keeping accurate records of academic and/or behavioral progress.
8. Completes appropriate logs, forms, and paperwork, as required.
9. Reports safety, sanitary, and fire hazards immediately to the supervisor.
10. Reports issues to authorities, as necessary, animal control, suspicious activity, etc.
11. Operates and troubleshoots office machinery.
12. Assisting in planning and implementing learning experiences for students.
13. Helping students develop positive interpersonal relationships with peers and adults; promoting safety of the students by helping them develop self-confidence.

15. Observing students and assisting in recording student development and progress; informing supervisors of any unusual academic or disciplinary problems.
16. Training and assisting students in behavior management; providing education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.
17. Preparing materials related to area of assignment; copies materials; develops visual aids, certificates, and charts; and collects and distributes supplies and equipment.
18. Supervising students before, during, and after school on the playground, in the hallways, or on entering or leaving the classroom.
20. Operating a computer to take attendance and to do basic data entry assignments.
21. Oversees and supervises students during classroom activities in a variety of school settings, on field trips, at lunch and recess, ensuring safety and security at all times.
22. Maintains a safe and secure environment for students at all times.
23. Maintains discipline in the absence of the teacher.
24. Evaluates student injuries, determines course of action, performs minor first aid, and completes required paperwork in compliance with Board policy.
25. Assists with daily attendance, registration, bus lists, referrals, and enrollment records.
26. Implements specially designed instruction for students under direction of a licensed teacher.
27. Reports any suspicion of child abuse or neglect in accordance with Oregon statutes and regulations.

## DISTINGUISHING CHARACTERISTICS

1. Meets the specialized needs of students with severe disabilities.
2. Implements effective instructional practices for students with severe cognitive and other developmental disabilities.
3. Implements behavior intervention plans for students with severe behavior concerns.
4. Utilize de-escalation and restraint techniques as required by the district and within the parameters of state law.
5. Supports students with augmentative communication and assistive technology.
6. Designated nursing tasks, including, but not limited to, feeding protocols and seizure protocols.
7. Capacity to lift, transfer, and otherwise assist students with physical disabilities.

## SUPERVISION

Instructional assistance is provided under the professional guidance of a teacher who is responsible for discussing and preparing lesson plans and approving instructional techniques. Administrative supervision and evaluation is provided by the building principal or other administrative supervisor.

## 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 and/or Experience:**

- Associate's degree (AA) or equivalent from two-year College or technical school or at least one year related experience and/or training or equivalent combination of education and experience. Must be highly qualified under the reauthorized ESEA.
- Prior successful experience working in a school setting or with young children strongly preferred.
- Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- Demonstrated ability to successfully work with young children and adolescents.
- Language Skills: Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to read and interpret documents such as safety rules, IEPs, lesson plans, data, memos, e-mails, operating and maintenance instructions, procedure manuals, and governmental regulations.
- Ability to write routine reports and correspondence.
- Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute and apply rate, ratio, and percent to practical situations. Ability to draw and interpret a variety of graphs.
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills: General knowledge of computer usage and ability to use, e-mail, internet software, word processing software, and computer programs used by the District.
- Ability to type accurately and proficiently.

**Other Skills and Abilities:**

- Ability to appropriately communicate with students, teachers, parents, and members of the community.
- Ability to exercise good judgment to meet timelines and work in a dynamic environment.
- Certificates, Licenses, Registrations: Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, bloodborne pathogen training, and blood spill training.

## PHYSICAL DEMANDS and WORK ENVIRONMENT

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 and hear
- The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms.
- The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds, and may occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include: close vision, distance vision, ability to adjust focus, and peripheral vision.

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 work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting.
- The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities.
- The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions.
- The employee may be exposed to bloodborne pathogens.

## OTHER

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. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Salary Range:\$20.73-\$23.89/Hourly BOE

### **Applications are being accepted until position is filled**

*It is the policy of Knappa School District to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*