

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ESE SELF-HELP ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma with at least a 2.0 grade point average, or equivalent.
- (2) Some knowledge of special needs students
- (3) At least 18 years of age and in good health

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with students and adults in a positive manner
- Possesses effective oral and written communication skills
- Ability to perform clerical tasks
- Willingness to attend training and in-service that is relevant to responsibilities
- Good interpersonal skills
- Ability to work with parents of students with unique needs

REPORTS TO:

Teacher/Principal

JOB GOAL
To assist the teacher and/or school personnel by performing assigned tasks related to the provision of quality self-help assistance to students with special physical and/or mental needs.

SUPERVISES: NONE

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 30 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Length of the work year and hours of employment shall be those established by the District.

SALARY:

Non-Instructional Salary Schedule (Appendix B of GESPA Contract)
Pay Grades 1, 2, or 3 as appropriate.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ESE Self-Help Assistant (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery/Intervention/Direct Services**

- * (1) Assist the teacher by helping student dress themselves, eat, perform toileting and personal hygiene such as bathing, brushing teeth, etc.
- * (2) Assist the teacher in helping students to develop fine motor skills, and socialization skills
- * (3) Assist the teacher with physical, occupational, and/or music therapy
- * (4) Provide first aid to students who have seizures or become ill
- * (5) Assist the teacher with the supervision of students on field trips
- * (6) Prepare snacks and special food as needed
- * (7) Assist in maintaining an orderly and safe physical environment
- * (8) Prepare materials for instructional use
- * (9) Sanitize classroom materials as needed
- * (10) Move students in and out of wheelchairs and positioning them as directed by the teacher and/or physical therapist
- * (11) Assist the teacher with planning and data collection as needed

Administrative Management

- * (12) Manage time efficiently
- * (13) Provide student supervision, following appropriate training, as assigned
- * (14) Assist in maintain the security of records, materials and equipment
- * (15) Assist the teacher in the enforcement of classroom rules

Assessment/Evaluation

- * (16) Maintain a working knowledge state/federal laws and regulations related to special needs students
- * (17) Assist the teacher in completing requirements for recording assessment results
- * (18) Assist, as assigned, in the collection of assessment data from a variety of sources for the alternate assessment of student performance

Collaboration

- * (19) Work closely with teacher(s) or other professionals
- * (20) Assist in maintaining positive relationships between the school and parents.
- * (21) Demonstrate support for teamwork
- * (22) Collaborate with peers to create a quality learning environment
- * (23) Communicate effectively orally and in writing

Staff Development

- * (24) Participate in workshops, conferences, and meetings as assigned
- * (25) Assist peers in acquiring knowledge and understanding of particular are of responsibility

Professional Responsibilities

- * (26) Maintain confidentiality regarding student information
- * (27) Use effective, positive interpersonal skills
- * (28) Demonstrate integrity through ethical behavior
- * (29) Perform job responsibilities in a timely and consistent manner
- * (30) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly
- * (31) Exhibit attention to punctuality, attendance, accuracy and thoroughness
- (32) Perform other duties as assigned

*Essential Performance Responsibilities