

VISTA UNIFIED SCHOOL DISTRICT

**SPECIAL EDUCATION ASSISTANT IV – SH/PH**

**DEFINITION**

Under general supervision of the site Administrator or designee to perform a variety of functions and activities pertaining to the care, instruction, and training of severely and physically handicapped students to include seriously emotionally multi-handicapped visually impaired, audio impaired and communicatively impaired; to assist students in developing self-help skills, including hygiene, eating, social, community, domestic, vocational and leisure/recreational skills; to perform a variety of supporting activities for instructional and therapy personnel; and to do other related work as required.

**ESSENTIAL DUTIES**

Provide academic, therapeutic, medical and social instructional services to individuals or small groups of severely and physically handicapped students, including seriously emotionally multi handicapped, visually impaired, audio impaired and communicatively impaired.

Assist students during classroom activities, lunch, physical education periods and various other activities as directed; model and tutor students in appropriate social and academic behavior; assist in mainstreaming special education students into the middle school and high school academic programs.

Work with students to reinforce and follow up learning and training activities; including assisting them in community employment processes by providing coaching and assistance for completing applications and interviewing.

Assist Instructor in assessing student ability and progress; provide input into the development of individual lesson plans and goals; provide information and discuss student daily activities, progress, academic needs and needed course of instruction to obtain graduation credits; discuss student needs with group and foster care homes; provide input to IEP meetings and to parents.

Provide support to a Teacher, Specialist or Therapist by setting up work areas/displays, assisting in administering tests, preparing instructional, motivational/decorative materials; assist with classroom clean up and sanitation; assist in teaching computer skills at various levels.

Implement assigned sections of student behavior management plans, which may involve use of approved behavior modification, physical management plans.

Assist students with personal hygiene and developing self-help grooming skills such as dressing and undressing, eating, washing, oral care and toileting; assist in changing diapers and menstrual hygiene as needed.

Place students in standers, on wedges and in wheelchairs and other adapted equipment; position students in splints; body jackets, braces, sideliners and adapted p.e. equipment as appropriate; assist in student positioning as necessary.

Lift, move and adjust students, especially non-ambulatory students; lift students onto tables or adapted toilets; push wheelchairs as needed.

May perform one or more of the following procedures as they pertain to the individual student after receiving appropriate training by a licensed or certified health personnel; empty and change urine bags, tube feeding, suctioning, catheterization, including care and sterilization of the medically related devices.

Assist students in community vocational training and at job sites with duties and a variety of activities as necessary according to individual needs; assist students with on campus training class; escort students to various locations on school campus.

Work with students in developing food purchasing and preparation skills; prepare lunch to meet student's individual eating needs; feed students unable to self-feed; wash and clean eating areas, plates and utensils.

Assist students through instruction and reinforcement in the development of meal planning skills, cooking skills, housekeeping skills and various independent travel skills.

Transport and/or escort groups of students in District vehicle or public transportation as needed to various assigned activities, such as library, parks, shopping, malls, markets, restaurants, theaters, museums and other assigned community experience to develop maximum independence and self-esteem.

Perform a variety of clerical duties such as maintaining accurate recordkeeping of students achievements, employment pay records, maintain lunch, attendance, toileting, academic progression and behavior modification charts, filing, taking attendance and copying; maintains confidentiality of student records in accordance with legal requirements and policies.

Operate office machines, including computer, copier, laminator, tape recorder, VCR and typewriter; audiovisual equipment, adapted communicative devices and other assisted technology.

May need to use sign language in some assignments.

Other related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Basic concepts of growth and development and developmental behavior characteristics of the severely, physically, emotionally, and multi-handicapped students;

Behavior management, strategies and techniques, and reinforcement methods;

Basic first aid, CPR and emergency treatment procedures;

Diseases and disabilities commonly afflicting the special education population;

Proper use and positioning of specialized equipment and apparatus used for severely, physically, emotionally, and multi-handicapped students;  
Methods, techniques, and procedures for lifting, moving and positioning students;  
Safe practices in classroom and playground activities; health and safety regulations;  
Interpersonal skills using tact, patience and courtesy;  
Assertive and assaultive behavior protection and basic self defense methods;  
Appropriate English usage, punctuation, spelling, and grammar;  
Basic arithmetical concepts;  
Record management, storage and retrieval procedures.

Ability to:

Demonstrate and understanding, patient, and receptive attitude toward the severely, physically, emotionally, and multi-handicapped student;  
Appropriately manage student behavior and guide severely, physically, emotionally, and multi-handicapped students toward more acceptable social behaviors;  
Assist students in developing independence and self-help skills, including hygiene, eating, social, community, vocational and leisure/recreational skills;  
Communicate effectively in oral and written form and utilize manual communication as required by assignment;  
Perform routine clerical skills and operate a variety of educationally related office machines and equipment;  
Learn to utilize a variety of instructional materials and procedures to enhance the training and educational environment for severely, physically, emotionally, and multi-handicapped students;  
Maintain confidentiality of student and school information;  
Learn the procedures, functions and limitations of assigned duties;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships;  
Lift objects weighing up to 60 pounds;  
Operate a District or personal vehicle observing legal and defensive driving practices;  
Administer first aid.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this classification will exert 60 to 70 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Must have a full range of motion in the upper extremities.

**EDUCATION AND EXPERIENCE**

Any combination of training and experience that would likely provide the required knowledge and abilities listed above. A typical way to obtain the required knowledge and skills would be:

Education:

High School graduation supplemented by training or course work in subject areas pertaining to the severely and physically handicapped and seriously emotionally disturbed population. Coursework in special education technology is highly desirable.

Experience:

Two years of paid or volunteer experience working with school-age children in an organized setting, including at least one-year experience working with severely handicapped students.

**LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License

Valid CPR Certificate

Valid First Aid Certificate

**WORKING CONDITIONS**

Classroom, college and community environment; subject to lifting, positioning, moving and restraining students, ages up to 22 years; subject to anti-social and assaultive behavior and language; subject to exposure to communicable or infectious diseases, emergency medical situations; subject to transporting work crews to job sites via public transportation or in District vehicles.

**CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.