



ORINDA UNION SCHOOL DISTRICT

Position Title:	Special Services Assistant
Reports To:	Director of Special Services/Site Administrator
Employee Pay Status:	Classified Salary Scale: SPC1
Adopted by Board of Trustees:	October 10, 2005

DEFINITION

The Special Services Assistant (SSA) will be supervised by the Special Education Teacher, Principal, Associate Principal and/or Director of Special Services. The SSA will accept direction from instructional staff. This could include a Special Education Teacher, General Education Teacher, Behavior Specialist, Occupational Therapist, Speech-Language Pathologist, School Nurse, or other service provider, in order to implement a student's IEP. The SSA assists in providing an environment in which students with exceptional needs can have access to the instructional program and available resources. The SSA provides intensive support to students with special needs in the Instructional Support Program; in small groups or one-on-one in the general education or special education settings, or on the playground. The SSA assists with the implementation of instructional plans for individual students. The SSA performs necessary services required for the physical, social-emotional, and academic needs of the special education student.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assists with implementation of goals in student's/s' IEP/s.
- Attends IEP meetings as needed.
- Maintains data logs regarding students' performances in various instructional and IEP objectives in order to measure student progress.
- Assists with the implementation of Behavior Intervention Plans.
- Learns specific methodology (TEACCH, ABA) to help instruct students and is responsible for implementing instruction using methodology.
- Incorporates sensory activities under Occupational Therapist's supervision to help calm specific students or teach specific skills..
- Manages students with extreme behaviors (tantrums, self-injurious behaviors, property destruction etc).

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- Keeps students focused and on-task during group activities..
- Supports students in general education classes by helping them access the general curriculum and implementing modifications and accommodations as specified in the IEP.
- Monitors safety and teaches social skills in a variety of settings including lunch, recess, field trips, and the classroom.
- Acts as a conduit between the general education and special education teacher.
- Maintains appropriate communication with parents via phone calls or written communication as directed by supervisor(s).
- Assists students working on individualized programs in speech development, cognitive, self-help, gross and fine motor, social-emotional, toileting and vocational skills.
- Assists with instructional related activities such as correcting tests and homework, and organizing and implementing planned activities with supervision.
- Assists students with special physical needs with mobility, structural adaptation, personal hygiene requirements (bathroom assistance, clean intermittent catheterization), eating requirements, washing hands, etc., when necessary.
- May need to provide life sustaining procedures (with training) as identified in the assigned student's IEP, and my need to provide specialized health care which includes, but is not limited to, specialized feeding, dispensing medication, tracheotomy, tube suctioning, etc..
- Assist students with the use of specialized equipment and modification of general equipment, e.g. communication board, computer use, adaptive equipment.
- Performs duties related to the student's specific disability as may be assigned, e.g. taking notes, reading and recording information
- Performs generalized activities such as organizing classroom materials, and preparing student work areas.
- Prepares lesson materials under the supervision of the teacher.
- Maintains and organizes students' records and files under the supervision of the teacher.
- Maintains individual treatment and medication records for student(s) as directed by the School Nurse or appropriate administrator.
- Maintains the confidentiality and security of sensitive information.
- Operates basic office equipment, familiarity with MAC and/or PC operating systems.

SKILLS AND ABILITIES

- Performs related duties as assigned.
- From time to time may be required to perform a different education duty as requested by the Principal, Associate Principal or Special Education Teacher.
- Learn and understand the specific physical, emotional and behavioral needs of students.
- Learn the instructional methods and techniques used on the assigned program.
- Supervise and maintain the trust and confidence of students in learning and recreational

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activities.

- Work independently with general guidance.
- Perform a variety of general clerical tasks.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative relationships with those contacted during the course of work.

PHYSICAL DEMANDS

- Lifting/pushing/pulling normally does not exceed 25 pounds but could go up to 50 pounds. May occasionally be required to lift/push/pull in excess of 50 pounds with assistance.
- Mobility to stand, stoop, reach, bend and twist while performing duties

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- AA degree or 2 years of college credit.
- Experience in working with children in an educational setting, preferably experience working in Special Education.
- Ability to maintain cooperative and effective working relationships with children and adults.
- Some experience in the care and supervision of students with special needs, autism, emotional disturbances, behavioral disorders, behavior management and non-aversive behavior management techniques is highly desirable.
- CPR certification