

**JOB TITLE: INSTRUCTIONAL ASSISTANT (DEAF/HARD OF HEARING)
(EXCEPTIONAL STUDENT EDUCATION)**

JOB DESCRIPTION:

This employee is responsible for assisting the teacher(s) in organizing and implementing an instructional, academic program. This employee will work under direct supervision of a teacher or teachers.

Duties of this position include but are not limited to:

1. Classroom Management:

- a. Assisting the teacher(s) with maintaining a classroom environment conducive to effective learning.
- b. Assisting with duties that require movement of students.
- c. Assisting in preparation of food for students with special needs.

2. Knowledge of Subject Matter:

- a. Communicating accurate knowledge of subject matter in a comprehensible manner using language and style appropriate to the learner.
- b. Applying concepts, laws, and rules relevant to subject matter.
- c. Demonstrating a breadth of subject matter knowledge that enables students to approach and to interrelate topics from a variety of perspectives, interests, and points of view.
- d. Using the current references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
- e. Demonstrating the ability to check student comprehension of subject matter and providing accurate feedback to students.

3. Planning for Instruction:

- a. Assisting the teacher with the design of the academic program based on the assessed needs of students.
- b. Assisting the teacher with preparation and implementation of lesson plans for students based on assessed needs and in accordance with the district's philosophy and curriculum system.
- c. Assembling, adjusting, and maintaining equipment used in the instructional program (includes adaptive equipment).

4. Delivery of Instruction:

- a. Providing academic assistance and support for individual and/or small groups of students as directed by and under the supervision of the teacher in the ESE or basic education classroom.
- b. Assisting the teacher(s) with effective utilization of media and technology in the classroom.
- c. Assisting students with:
 - 1) carry-over of learned behaviors and skills, including the use of assistive technology, throughout the daily schedule as recommended by the classroom teacher.
 - 2) self-care needs (toileting, lifting, positioning, feeding, etc.)
- d. Monitoring students during community based instruction, on and off campus sites

under the direction of an instructional staff member (as prescribed on individual educational plans). This includes monitoring small groups of students as directed by the teacher(s).

5. **Assessment of Student Performance:**

- a. Assisting the teacher(s) with administration of appropriate assessments designed to measure and observe student progress.
- b. Assisting the teacher(s) with evaluating student progress on a regular basis and providing feedback to students and parents.

6. **Communication:**

- a. Establishing and maintaining cooperative relations with other employees.
- b. Assisting the teacher(s) with establishing and maintaining open lines of communication with students and their parents concerning academic and behavioral progress of assigned students.
- c. Assisting the teacher(s) with preparing progress reports to school personnel and to parents.

7. **Professional Development Program:**

- a. Continuing professional growth through educational inservices, meetings, and professional literature.

8. **Other Professional Responsibilities:**

- a. Assisting the teacher(s) with taking necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- b. Assisting the teacher(s) with ensuring that each student in the program has the necessary records in his/her permanent record and/or portfolio.
- c. Supervising students during lunch period and music, art, and PE as needed.
- d. Riding bus and assisting with loading and unloading of students at home and school as needed.
- e. Performing other responsibilities, as directed

REQUIRED QUALIFICATIONS:

1. Ability to communicate using sign language for Instructional Assistant (ESE) working with students who are deaf/hard of hearing, AND
2. High School Diploma or equivalent
3. Associate's Degree, OR
4. 60 hours of college/university level course work, OR
5. Demonstrated proficiency on district assessment.

DESIRED QUALIFICATIONS:

1. Experience in like position or with students with disabilities.
2. Training in behavioral disorders and appropriate interventions.
3. Satisfactory completion of American Red Cross First Aid Course and CPR Course
4. Educational Interpreters' Evaluation Certification/Quality Assurance Screening Certification or National Registry of Interpreters for the Deaf certification for Instructional Assistant working with students who are deaf/hard of hearing.
(Note: If employee attains this qualification, the employee would be on a higher salary schedule as per the SRP Collective Bargaining Agreement.)

JOB TITLE: INSTRUCTIONAL ASSISTANT (EXCEPTIONAL STUDENT EDUCATION)

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Duties of this position include but are not limited to:

1. **Classroom Management:**
 - a. Assisting the teacher(s) with maintaining a classroom environment conducive to effective learning.
 - b. Assisting with duties that require movement of students.
 - c. Assisting in preparation of food for students with special needs.
2. **Knowledge of Subject Matter:**
 - a. Communicating accurate knowledge of subject matter in a comprehensible manner using language and style appropriate to the learner.
 - b. Applying concepts, laws, and rules relevant to subject matter.
 - c. Demonstrating a breadth of subject matter knowledge that enables students to approach and to interrelate topics from a variety of perspectives, interests, and points of view.
 - d. Using the current references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
 - e. Demonstrating the ability to check student comprehension of subject matter and providing accurate feedback to students.
3. **Planning for Instruction:**
 - a. Assisting the teacher with the design of the academic program based on the assessed needs of students.
 - b. Assisting the teacher with preparation and implementation of lesson plans for students based on assessed needs and in accordance with the district's philosophy and curriculum system.
 - c. Assembling, adjusting, and maintaining equipment used in the instructional program (includes adaptive equipment).
4. **Delivery of Instruction:**
 - a. Providing academic assistance and support for individual and/or small groups of students as directed by and under the supervision of the teacher

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EDUCATION)**

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- in the ESE or basic education classroom.
 - b. Assisting the teacher(s) with effective utilization of media and technology in the classroom.
 - c. Assisting students with:
 - 1) carry-over of learned behaviors and skills, including the use of assistive technology, throughout the daily schedule as recommended by the classroom teacher.
 - 2) self-care needs (toileting, lifting, positioning, feeding, etc.)
 - d. Monitoring students during community based instruction, on and off campus sites under the direction of an instructional staff member (as prescribed on individual educational plans). This includes monitoring small groups of students as directed by the teacher(s).
5. **Assessment of Student Performance:**
- a. Assisting the teacher(s) with administration of appropriate assessments designed to measure and observe student progress.
 - b. Assisting the teacher(s) with evaluating student progress on a regular basis and providing feedback to students and parents.
6. **Communication:**
- a. Establishing and maintaining cooperative relations with other employees.
 - b. Assisting the teacher(s) with establishing and maintaining open lines of communication with students and their parents concerning academic and behavioral progress of assigned students.
 - c. Assisting the teacher(s) with preparing progress reports to school personnel and to parents.
7. **Professional Development Program:**
- a. Continuing professional growth through educational inservices, meetings, and professional literature.
8. **Other Professional Responsibilities:**
- a. Assisting the teacher(s) with taking necessary and reasonable precautions to protect students, materials, equipment, and facilities.
 - b. Assisting the teacher(s) with ensuring that each student in the program has the necessary records in his/her permanent record and/or portfolio.
 - c. Supervising students during lunch period and music, art, and PE as needed.
 - d. Riding bus and assisting with loading and unloading of students at home and school as needed.
 - e. Performing other responsibilities, as directed

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REQUIRED QUALIFICATIONS:

1. Associate's Degree OR
2. 60 hours of college/university level course work, OR
4. Demonstrated proficiency on district assessment.

DESIRED QUALIFICATIONS:

1. Experience in like position or with students with disabilities.
2. Training in behavioral disorders and appropriate interventions (e.g., CPI, GIST).
3. Satisfactory completion of American Red Cross First Aid Course and CPR Course

SCHOOL BOARD OF HILLSBOROUGH COUNTY
Non-Instructional Personnel

DEES ATTENDANT

4119

MAJOR FUNCTION

Assists the school staff in the care and management of enrolled exceptional students while they are in school.

Duties are performed under the general supervision of an immediate supervisor who evaluates performance through observation of work, critiques, and/or records and reports.

MAJOR DUTIES (Illustrative Only)

Assists transported students in getting on and off the bus safely at the school site.
Assists teachers in implementing the instructional program.
Assists students in any personal hygiene needs (i.e. toileting, diapering, laundering, bathing, dressing).
Lift/carry/position students in the classroom, in therapy, and in other areas as needed.
Assists the exceptional student from his/her classroom to the therapy room, cafeteria, mainstream classroom, on field trips, etc.
Assists in the implementation of the classroom management system.
Responsible for blending, chopping, etc., of food and feeding of students.
Responsible in certain circumstances for performance of light custodial duties that relate to the safety and hygiene of the center.
May assist students with first aid as needed.
Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a high school, vocational school, or an acceptable GED certificate.

SCHOOL BOARD OF HILLSBOROUGH COUNTY
Non-Instructional Personnel

TEACHER AIDE - EXCEPTIONAL STUDENT EDUCATION

0154

MAJOR FUNCTION

Assists teachers in implementing the instructional programs of the District.

Provides for the care and well-being of exceptional education students.

Duties are performed under the general supervision of an immediate supervisor (usually teachers) who evaluates performance through observation of work, periodic conferences, critiques, and/or records and reports.

MAJOR DUTIES (Illustrative Only)

NOTE: Performs most major duties as listed for classroom/instructional teacher aides for regular students. See that job description.

Positions students in and out of wheelchairs and other medical equipment.

May prepare meals, washes dishes, and hand-feeds students.

Assists students with outside vocational on-the-job training.

May wash, dry, and/or mend student clothes.

May clean bathrooms and students after student accidents.

Uses sign language or augmentive communication systems to communicate with students.

Handles medical equipment used by students (e.g. wheelchairs, crutches, etc.).

Implements special instructional activities that include social, family living, vocational, and mobility skills lessons.

Physically restrains students when necessary.

Handles extreme behavior problems such as biting, fighting, cursing, verbal attacks, hysteria, etc.

May assist in exceptional medical needs of students.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a high school, vocational school, or an acceptable GED certificate.

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION TEACHER AIDE

SALARY SCHEDULE: SSP-3

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year experience in working with exceptional students, or an equivalent combination of inservice, training and related experience preferred.
- (3) Training in related areas and/or willing to complete training in working with students with disabilities preferred.
- (4) Associate of Art's / Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of students with disabilities. Ability to apply knowledge to group and individual situations. Ability to listen and follow oral and written directions. Demonstrate effective oral and written communication skills. Possess basic mathematics skills. Ability to establish and maintain positive working relationships with others. Ability to work as a team member. Willing to learn the unique educational and/or personal needs to assist an individual student. Knowledge of and ability to use CPR and First Aid. Willing to attend additional training.

REPORTS TO:

Principal or Designee

JOB GOAL

To assist the teacher(s) in providing a well-organized, smoothly functioning environment in which students with moderate and profound disabilities can take full advantage of the instructional program and available resources.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform instructional support work assisting the Exceptional Student Education (ESE) teacher or mainstream teacher(s) in daily classroom and general clerical activities.
- * (2) Implement goals and objectives established by instructional and/or therapeutic staff and work directly with ESE students to that end.
- * (3) Accompany ESE students on school system buses to assist in maintaining order and to take care of students' special needs.
- * (4) Assist the ESE teacher in the training and/or instruction of ESE students.
- * (5) Assist in implementation of the Individual Education Plan (IEP) for each student.

EXCEPTIONAL STUDENT EDUCATION TEACHER AIDE (Continued)

- * (6) Prepare planned instructional materials, attendance reports, class reports, collect and account for monies, check objective test papers, maintain supplies and equipment for classroom use and clean up after activities.
- * (7) Provide for a student's daily living needs such as toilet needs, lifting, diapering, feeding, and personal hygiene as necessary.
- * (8) Monitor classes and file records and materials.
- * (9) Monitor student behavior and intervene when necessary.
- *(10) Escort students to and from classes or specialized functions as needed.
- *(11) Perform clerical duties related to classroom teaching.
- *(12) Supervise daily bus departure.
- *(13) Perform the duties of a clinic aide, security aide and classroom aide if assigned.
- *(14) Maintain a courteous and professional manner.
- *(15) Use positive, effective interpersonal communication skills.
- *(16) Maintain positive relationships with staff and students.
- *(17) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(18) Maintain confidentiality regarding school matters.
- *(19) Participate in workshops and training sessions as required.
- *(20) Follow school policies and procedures.
- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Respond to inquiries and concerns in a timely manner.
- *(23) Prepare all required reports and maintain all appropriate records.
- *(24) Follow all School Board policies and department policies and procedures.
- *(25) Exhibit interpersonal skills to work as an effective team member.
- *(26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 06

*Essential Performance Responsibilities

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****ESE AUTISTIC AIDE****SALARY SCHEDULE: SSP-4****COST CENTER: DISTRICT-WIDE****QUALIFICATIONS:**

- (1) High School diploma or equivalent.
- (2) Forty (40) hours of training/workshops in the area of autism and/or related disorders. Valid ASD certification required.
- (3) Experience in working with students with autism.
- (4) Must be able to communicate effectively.
- (5) May require typing and computer expertise.
- (6) Ability to implement academic and behavioral interventions designed specifically for autistic students.
- (7) Associate of Art's / Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of children with Autism and related disorders. Knowledge of general computer use. Ability to follow directions. Ability to work independently.

REPORTS TO:

Principal or Designee

JOB GOAL

To perform routine tasks independently, such as academic and behavioral instruction, as assigned under the direction of a certified staff member.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the supervision of students as assigned.
- * (2) Participate in workshops and training sessions related to autism and behavior management, including CPI and TEAM training.
- * (3) Perform clerical duties such as copying, filing, recording, and data collection as assigned.

ESE AUTISTIC AIDE (Continued)

- * (4) Assist in creating and maintaining a safe learning environment
- * (5) Implement individualized classroom activities as directed.
- * (6) Assist staff members with behavioral management.
- * (7) Assist with the development of instructional materials.
- * (8) Assist with the preparation of accurate records and reports.
- * (9) Assist with assessing student progress.
- *(10) Communicate effectively with staff and parents.
- *(11) Use specialized equipment as required.
- *(12) Intervene, when appropriate, to situations concerning discipline of students.
- *(13) Demonstrate initiative in the performance of assigned responsibilities.
- *(14) Provide for a safe and secure workplace.
- *(15) Model and maintain high ethical standards.
- *(16) Follow attendance, punctuality and proper dress rules.
- *(17) Maintain confidentiality regarding school matters.
- *(18) Maintain positive relationships with staff and families.
- *(19) Keep supervisor informed of potential problems or unusual events. Monitor and report inappropriate student actions.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Follow all School Board policies, rules and regulations.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
Ability to implement appropriate behavioral interventions consistent with CPI and TEAM procedures.

TERMS OF EMPLOYMENT:

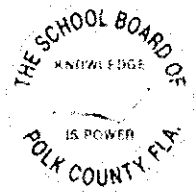
Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 04

*Essential Performance Responsibilities



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Paraeducator, ESE

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PA03

Non-Union or Specific Collective Bargaining Agreement: Paraeducator Union

Our Mission:

Our mission is to provide well-qualified and highly-trained human resources who will ensure rigorous, relevant learning experiences that result in high achievement for our students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to assist with the Exceptional Student Education (ESE) students' instructional program. Provides assistance with clerical duties, student supervision, behavior management, and related educational support throughout the school day. Duties are performed under the general supervision of supervisors/teachers. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records and reports.

Essential Functions of this Job

Professional duties will involve attending meetings as necessary, serving on various committees, attending appropriate inservice provided, and becoming acquainted with philosophies, policies, procedures, equipment, and the work site where assigned. Clerical assistance will consist of grading papers, collecting forms, updating folders, assisting with testing, taking attendance, copying, collecting homework, ordering supplies, filing, keeping medication records, etc. Supervision of students during meal time, during special programs/classes, staffings, fieldtrips, loading and unloading of buses, yard duty, etc. Reinforcement of instruction to individuals and small groups in various situations and programs, tutoring, assisting with physical therapy, etc. Preparation of instructional materials, bulletin boards, art projects, etc.

Classroom assistance will be required in preparing projects, supervising students, field trips, reinforcement of discipline, coordinate volunteer projects, Technology will be used to enhance instruction and aid in tasks assigned.

Non-Essential Functions of this Job

Performs other duties as assigned.

Position Title: Paraeducator, ESE

Knowledge, Skills and Abilities:

Sincerely interested in educating and working with exceptional children. Ability to understand written and oral instructions, to speak and write coherently, to keep records and make simple reports, and to work cooperatively and act professionally with other school personnel and parents.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school or completion of GED.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with students, parents, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds, and infrequently weighing 40 pounds or more, with help as necessary.

Local Code: 0018

EEO5: 47

Board Approved:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7357
7360 (ESY)
Pay Grade: D06

FLSA: Non-Exempt

ESE ASSOCIATE

MAJOR FUNCTION:

Classroom

Provides instructional support for students with disabilities under the direction of one or more Exceptional Student Education (ESE) teachers. May also work with students with disabilities in general education classes under the direction of one or more general education teachers. May accompany ESE students on school system buses, if students' IEPs require a teacher associate on the bus. Work is reviewed in progress and upon completion.

Occupational/Physical Therapy

Assists in the practice of occupational and/or physical therapy and works under the direct on-site supervision of a person licensed to practice physical or occupational therapy. Work activities require an understanding of occupational or physical therapy, but do not require professional or advanced training in the anatomical, biological, psychological, and social sciences involved in the practice of occupational or physical therapy. Only specific tasks which are neither evaluative, assessive, nor recommending in nature may be delegated by a licensed therapist, and only after ensuring appropriate training for the performance of the task. The licensed therapist is responsible for the planning and assigned activities performed by the individual functioning in the position.

DUTIES AND RESPONSIBILITIES:

Classroom

- Implements teacher lessons with individual, small group or total class, as directed by supervising teacher(s)
- Assists with collection of student performance data, as directed by supervising teacher(s)
- Assists with implementation of individual Behavior Improvement Plans and/or classroom management systems, as directed by supervising teacher(s)
- May assist students with Independent Living Skills, e.g., feeding, toileting, dressing, and hygienic care. Care may include preparation of special foods and changing and laundering of student attire
- May administer medications as described in the Pinellas County School Board Policy Manual
- May assist with student needs specific to disabilities, e.g., physical care, lifting, positioning, sign language, etc
- Assists with clerical tasks, e.g., preparing instructional materials, checking student work, maintaining supplies and equipment for classroom use, typing, filing, and operating office equipment
- Assists with clean up following activities
- May accompany ESE students on school system buses, if students' IEPs require a teacher associate on the bus
- Demonstrates respect for students, parents, and school staff. Works collaboratively with others.
- Assists the teacher(s) in maintaining a classroom and student climate of mutual respect
- Participates in training opportunities to further develop skills
- Attends meetings as requested
- Performs related work as required

ESE ASSOCIATE

DUTIES AND RESPONSIBILITIES (Continued):

Occupational/Physical Therapy

- Assists with basic, non-invasive treatment activities for exceptional students, under the guidance of a licensed Occupational or Physical Therapist
- Prepares planned instructional materials, maintains supplies and equipment, and cleans up after activities
- Monitors students' behavior and intervenes where necessary; assists in behavior modification programs
- Assists in activities of daily living such as dressing/undressing, feeding, toileting, hygienic cares, cleans up after feeding and/or toileting accidents where applicable
- Lifts, carries, and positions students in equipment where applicable
- May utilize basic sign language or sighted-guide techniques
- Escorts students to and from classes as needed for student participation on OT/PT activities
- Carries out clerical duties related to therapy, e.g., attendance reports and filing reports
- Attends scheduled meetings and workshops for professional growth and staff development
- Performs related work as required

MINIMUM QUALIFICATIONS:

An Associate's Degree or sixty (60) credit hours from an accredited college or university OR graduation from high school or possession of a GED AND a passing score on the Para-Pro Assessment or alternative assessment which meets the federal/state requirements, Previous training or a willingness to participate in training related to meeting the needs of students with disabilities. ESE Associates who work in an instructional capacity must meet a rigorous standard of quality and be able to demonstrate, through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics or, as appropriate, reading readiness, writing readiness, and mathematics readiness.

PREFERRED:

One (1) year of experience working with exceptional students.

ISSUED: COMBINED TCHR ASST ESE I & II SEE HISTORY IN HR DEPT. 10/06 AK; BOARD APPROVED: 10/24/06; MQ'S REVISED: 9/09 RAS; BOARD APPROVED: 10/27/09; D&R, MQ'S and WORKING CONDITIONS REVISED: 1/10 RAS; BOARD APPROVED: 1/26/10

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ESE ASSOCIATE

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds					X
3. Lift objects weighing 51 to 100 pounds				X	
4. Lift objects weighing more than 100 pounds				X	
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds				X	
8. Carry objects weighing 100 pounds or more				X	
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

ESE Associate – PESPA

THE SCHOOL DISTRICT OF MANATEE COUNTY
ONE-ON-ONE ESE TEACHER AIDE
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent and passing of paraprofessional test or a minimum of 60 college credit hours from an accredited institution.
- (2) Eagerness to assist children in the learning process.
- (3) Must be at least 21 years of age.
- (4) Ability to complete and maintain PCM (Professional Crisis Management) and/or ACTT (Aggression Control Techniques Training) certification.
- (5) Willing to be moved as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development. Some understanding of various exceptionalities. Possess good organizational skills. Ability to prioritize functions and manage time wisely. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Exceptional Student Education Supervisor

JOB GOAL

To assist students in reaching their maximum potential.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the supervision of students on campus as well as in the classroom.
- * (2) Conduct one-on-one instruction under the supervision of the ESE teacher.
- * (3) Act as a consistent member of the ESE instructional team with designated responsibilities for staffings, IEP reviews team planning.
- * (4) Assist in student self-help activities – toileting, changing, feeding, cleanliness and grooming. Encourage self management.
- * (5) Assist medically complex students, as needed, by lifting, transferring, and/or positioning to facilitate educational activities and good health.
- * (6) As trained by the School Nurse, carry out specialized medical procedures such as catheterization, gastrostomy feeding, administer and record medications. Document care provided as instructed. Implement OT and PT prescriptions as directed by therapists.
- * (7) Implement a structured behavior management system under the direction of the ESE teacher, Behavioral Specialist, or Behavior Aide.

ONE-ON-ONE ESE TEACHER AIDE (continued)

- * (8) Supervise ESE students pertaining to safety, i.e., bus duty, playground, group supervision, transfer from one location to another.
- * (9) Assist in specialized functions such as Interpreters for the Deaf, facilitating mainstreaming by accompanying ESE students to regular classes.
- *(10) Develop specialized instructional materials on a daily basis under the direction of the ESE teacher.
- *(11) Carry out daily housekeeping activities within the classroom.
- *(12) Assist with class / student projects.
- *(13) Assist with the distribution of report cards and other reports to parents.
- *(14) Demonstrate initiative in the performance of assigned responsibilities.
- *(15) Provide for a safe and secure workplace.
- *(16) Model and maintain high ethical standards.
- *(17) Follow attendance, punctuality and proper dress rules.
- *(18) Maintain confidentiality regarding school matters.
- *(19) Maintain positive relationships with staff, parents and students.
- *(20) Participate in workshops and training sessions as required.
- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Respond to inquiries or concerns in a timely manner.
- *(23) Prepare all required reports and maintain all appropriate records.
- *(24) Follow all School Board policies, rules and regulations.
- *(25) Exhibit interpersonal skills to work as an effective team member.
- *(26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

* Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move or position students.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid in accordance with the agreement negotiated between the Manatee Education Association (MEA) and the School Board of Manatee County. Length of the work year and hours of employment shall be those established by the District and MEA.

EVALUATION:

Performance of this job will be evaluated in accordance with the agreement negotiated between the MEA and the School Board of Manatee County.

Board approved on:

6/13/2011

ONE-ON-ONE ESE TEACHER AIDE (continued)

SALARY SCHEDULE: PARAPROFESSIONAL

PAYGRADE: TA6

JOB CODE: ESE164