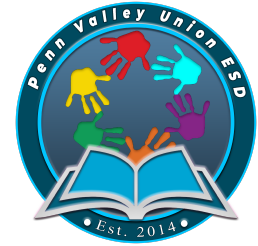


PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

17328 Penn Valley Dr. Suite A, Penn Valley, CA 95946-9764

Phone (530) 432-7311 Fax (530) 432-7314

www.pvuesd.org



Melissa Conley - Superintendent

JOB TITLE: Student Academic and School Support Specialist

Basic Function: Under the supervision of the assigned teacher, to provide academic and school support to students individually or in groups, administer assessments and maintain records for General Education, Special Education, Title I and any other academic or school support service.

Job Range: Range 2

Reports to: School Site Administrator and Assigned Teacher

Essential Duties and Responsibilities:

Essential functions may include, but are not limited to the following:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Tutor groups of students in specific skills in reading readiness, reading remediation, language, writing and math, or any core subject area including physical education and art.
- Provide direct instruction for students at the direction and supervision of the classroom teacher.
- Develop lessons for students under the guidance and direction of the assigned teacher.
- Administer assessments not requiring administration by certificated personnel.
- Prepare materials for students receiving support.
- Assist in dissemination of assessment information.
- Attend conferences/workshops relating to student academics and behavior, reading/language arts and math, or any core subject area including physical education and art.
- Assist teachers in locating materials needed for ongoing student support.
- Share information with teachers and specialists in specific programs as designated by assigned teachers obtained through professional development.
- Work with a variety of staff in a team effort.
- Provide support in management and discipline of students.

- Participate in placement team meetings (parent conferences, SSTs, IEPs, or 504) as requested.
- Collaborate with staff in providing various levels of intervention and support for students displaying specific types of behaviors socially, emotionally or academically in the school setting.
- Collaborate with staff providing input with implementing on-going interventions for students exhibiting specific needs.
- Provide Noon Lunch Supervision or Crossing Guard as needed.
- Support and assistance with students with disabilities including visual and/or hearing impairments
- Other duties as assigned.

Other Duties:

Other duties may include assisting students with special needs including but not limited to:

- Diapering
- Changing of clothes
- Toileting
- Cleaning of trachea
- Feeding and/or assisting with feeding tube

Employees performing these duties will receive a 5% salary differential based on their current salary placement during the time these services are required.

Special Day Class (SDC) Required Duties:

- Diapering.
- Changing of clothes.
- Toileting.
- Cleaning of trachea.
- Feeding and/or assisting with feeding tube.
- Provide support and assistance for students who are non-verbal - Picture Exchange Communication System (PECS), American Sign Language (ASL), or other non-verbal programs required.
- Classroom management skills.
- Monitor students inside and outside of the classroom, and accompany students to other areas throughout campus.
- Collect and maintain data daily to support student IEP goals.

Employees performing these duties will receive a 10% salary differential based on their current salary placement during the time these services are required.

Physical Requirements

Employees in this position must have the ability to:

1. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to sit. The employee frequently must squat, stoop or kneel and reach forward.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
4. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.
5. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. The employee will sometimes push/pull items such as desks, tables or chairs.

Work Environment

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Penn Valley Union Elementary School District staff, and the public.

Education and Experience

Qualification Requirements/Skills and Abilities

1. AA degree or minimum 48 college semester units or pass a district assessment test. College level courses in child psychology, growth and development would be highly desirable.
2. Knowledge of basic approaches used in the teaching of reading, language arts and math.
3. Discretion in maintaining confidentiality.
4. Ability to maintain lines of communication and positive relationships with students, assistants, teachers and supervisors.
5. Ability to work independently and use initiative.
6. Communicate effectively in both oral and written form.
7. Ability to organize materials and maintain accurate records.
8. Follow oral and/or written instructions.
9. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance
10. Current CPR/First Aid Certification

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

ADOPTED: September 8, 2020

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature

Date