

SOUTH FORK UNION SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

SPECIAL EDUCATION STUDENT HELPER

JOB SUMMARY

Under supervision, to assist teachers in the supervision and training of students by relieving them of routine non-instructional duties; And to do related tutorial work as required. Also under general supervision, to maintain order and direct student conduct on campus; And to do related work as required. To “shadow” students to areas of campus, as needed.

REQUIRED QUALIFICATIONS:

KNOWLEDGE OF:

Correct English usage, spelling, grammar, and punctuation; General needs and behavior of children; Techniques and methods of youth supervision; School rules pertaining to student behavior.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with adults and children; Perform a variety of routine clerical work; understand and follow oral and written directions; Operate a computer, analyze situations accurately and adopt an effective course of action; Establish and maintain the confidence and cooperation of persons contacted in the course of the work; Work with students tactfully and courteously in situations requiring diplomacy and firmness.

EXPERIENCE:

Some work experience involving contact with children in an educational setting.

EDUCATION:

High School Diploma or equivalent

ESSENTIAL FUNCTIONS:

1. To maintain discipline;
2. Understanding of the school’s policy concerning discipline;
3. Present disciplinary cases to the School Principal;
4. Movement about the playground for the period of time;
5. Make sure his/her eyes are cast over the entire group of children to observe any abnormal activities that may be going on;
6. Check the corners of the playground, buildings, and small groups of children who may be clustered;
7. Be inquisitive, enter into the discussion to let students know you are affectionate and human;

8. Always be consistent in your dealing with discipline;
9. Assists instructional personnel with presentation of learning materials and in conduct of instructional exercises;
10. Tutors individual students and small groups of students to reinforce and follow up learning activities;
11. Monitors and assists students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
12. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
13. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
14. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;
15. Maintains a variety of records and files;
16. Operates variety of instructional media machines and equipment;
17. Assists students with activities to develop small muscle and hand-eye coordination;
18. May assist students with toileting and personal hygiene;
19. May assist children with feeding activities including preparing students and the delivery of meal trays;
20. Administers routine first aid and requests assistance for non-routine injury or illness;
21. Maintains or assists in maintaining an orderly, attractive and positive learning environment;
22. Participates in parent conferences, as requested;
23. May assist in making community resources available to students and/or family;
24. Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The following categories refer to the overall physical requirements on an annual basis:

1. Seldom = Less than 25 percent
2. Occasional = 25 – 50 percent
3. Often = 51 – 75 percent
4. Very frequent = 76 percent and above

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations;
- 2-3 b. Ability to stand for extended periods of time;
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students;
- 4 d. Ability to hear and understand speech at normal levels;
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation;
- 2 f. Ability to bend and twist, kneel and stoop, run, and crawl;
- 2 g. Ability to lift 35lbs;
- 2 h. Ability to carry 35lbs;
- 4 i. Ability to reach all directions;

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Other related duties as assigned.

Employee: _____

Date: _____

Authorized representative: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.