

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADA SUPPORT ASSISTANT

BASIC FUNCTION:

Under the supervision of the Principal, provides assistive, clerical and instructional support services to a certificated faculty member with a disability and individuals or small groups of students with special needs; accommodates and provides a certificated faculty member with proper accessibility to conduct work in a classroom and/or outdoor environment.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Provides assistive, clerical and instructional support services to a certificated faculty member with a disability and individuals or small groups of students with special needs.

Assists an assigned faculty member in providing instruction to individuals or small groups of students with special needs in a special education classroom or outdoor environment.

Accommodates an assigned faculty member by providing proper accessibility in the workplace; assists the faculty member in accessing e-mail, mail, correspondence, and understanding the structure and access to the Internet.

Transports an assigned faculty member to sites located throughout Santa Clara County; documents and records daily mileage.

Assists an assigned faculty member in the preparation and use of instructional materials and equipment.

Assists an assigned faculty member in conducting Internet research for curriculum planning and development.

Types and inputs a variety of data into an assigned computer system including student attendance and IEP deadline information; compiles data, transcribes notes and completes paperwork as directed; establishes and maintains automated records and files; initiates queries, develops spreadsheets; assures accuracy of input and output data.

Prepares and maintains a variety of records, reports and logs related to student assistive technology recommendations and other clerical requests as needed by the teacher; establishes and maintains filing systems; revises, verifies, proofreads and edits a variety of documents.

Composes, independently or from oral instructions, note or rough draft, a variety of materials such as letters, receipts, invoices, curricular planning and other materials.

Administers various tests as directed by an assigned faculty member; scores a variety of tests and record results; prepares mandated reports and documentation as required.

Observes and controls behavior of students in the classroom using positive reinforcement and related strategies according to approved procedures; reports progress regarding student performance and behavior.

Maintains and updates calendars on a daily, weekly and monthly basis.

Assists in shaping student's behavior through positive reinforcement and other strategies.

Assists with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment.

Operates a variety of classroom and office equipment including a calculator, fax machine, printer, copier, projector, DVD/VCR player, a computer and assigned software as assigned; drives a car to conduct work.

Provides classroom support to a faculty member by setting up work areas, learning centers, bulletin boards, displays, and distributing and collecting paper, supplies and materials.

Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.

Maintains an appropriate inventory of classroom and instructional materials, supplies, and equipment, orders forms, materials, supplies, and equipment in accordance with established policies and procedures; maintains records of purchase orders, invoices and expenses; dates and logs delivered materials and equipment.

Answers telephones; takes messages, and/or refers callers to appropriate personnel.

Responds to inquiries from administrators, faculty, students, parents and the general public and provides information and assistance as needed.

Performs routine first aid and seek assistance for serious illness or injuries.

Attends and participates in meetings and staff development activities as required; arranges meetings, notifies participants, confirms dates and times, distributes meeting notices and other related documentation; reserves meeting sites, and prepares materials needed for meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Americans with Disabilities Act (ADA).

Office principles, practices, and methods.

Proper telephone techniques and etiquette.

Basic instructional methods and techniques.

Familiarity with a broad variety of disabilities.

Assistive technology used by faculty members with a disability and students with special needs.

General classroom procedures and equipment.
Record-keeping techniques.
Basic letter writing, editing and proofreading.
Safe practices in classroom activities.
Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
District curriculum areas and concepts.
Basic concepts of child growth and development, and developmental behavior characteristics related to children with special needs.
Student behavior management strategies and techniques.
Applicable laws, codes, regulations, policies and procedures.
County office of Education organization, operations, regulations, policies and objectives related to position.
Internet research techniques.
Correct English grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Word processing techniques.
Initiating queries and developing spreadsheets.
Routine record keeping techniques.
Operation of a variety of classroom and office equipment, a computer and assigned software.

ABILITY TO:

Provide assistive and instructional support services to a certificated faculty member with a disability and students with special needs.
See and read, with or without vision aids.
Hear and understand speech at normal levels.
Learn a variety of procedures, policies, and services of the assigned work unit or program.
Establish and maintain a variety of records and filing systems.
Assist with instruction and related activities in a classroom or assigned learning environment.
Compose effective correspondence independently.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Assist in the preparation of instructional materials and implementation of lesson plans.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Type and input data at an acceptable rate of speed.
Communicate effectively both orally and in writing.
Observe and control student behavior according to approved policies and procedures.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Explain and interpret assignment directions to students.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and one of year clerical experience, supplemented by experience working with children or adults with disabilities in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor classroom environment.

Driving a vehicle to conduct work and travel to various school sites.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Seeing to drive a vehicle, read, prepare and proofread documents.

Sitting and standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

Lifting, pushing or pulling light objects.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16