



LOWELL JOINT SCHOOL DISTRICT

SPECIAL EDUCATION SUPPORT AIDE (SESA)

Classified Salary Schedule
Range 14; Range 15*

JOB SUMMARY:

Under the direction of the school principal, assists with supervision and education of students with disabilities. Provides basic clerical support and other types of supportive activities for instructional personnel.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classifications in that the primary responsibility is working one-on-one with a designated student.

ESSENTIAL FUNCTIONS:

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.

- Assist teacher by reinforcing educational concepts and skills of students with disabilities following specialized training. May also work in small groups.
- Assist with implementation of Individualized Education Program (IEP) through instruction and activities.
- Observe and control behavior of students according to approved procedures.
- May assist students with washing, eating, toileting, diapering and other personal care needs. May administer medical procedures, following specialized training.
- May set up and operate simple audio-visual equipment, assisting students to learn through the use of computers and other teaching aids. May operate assistive technology devices.
- Assist teacher with maintenance of classroom and student files and records.
- Participate in meetings and in-service training programs as assigned.
- Supervise student(s) during class activities, in the library, on field trips, at lunch and recess.
- Assist teacher with classroom preparation and materials, maintaining a clean and safe learning environment.
- Assist students in and out of wheelchairs and other assistive mobility devices.
- Perform other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Child guidance principles and practices.
- Basic methods of instruction, including arithmetic, grammar, spelling, language and reading.
- Safe classroom and playground practices.
- Basic first aid procedures and health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic record keeping techniques.

Ability to:

- Assist with instructional and related activities of a special education learning environment.
- Demonstrate understanding, patient and receptive attitude toward children with special needs.
- Learn procedures, functions and limitations of assigned duties.
- Provide instruction, supervise and discipline students according to approved policies and procedures, per teacher guidance.
- Work confidentially with discretion and independently with little supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Ability to (continued):

- Perform clerical duties; establish and maintain effective record keeping procedures.
- Lift and move items weighing up to 50 pounds.

Education/Training/Experience:

Graduation from high school or its equivalent. Must meet one of the following qualifications as defined by the NCLB Act (SB1405): (1) AA degree or higher; (2) completion of at least 48 units of course work at an institution of higher education; (3) successfully pass the District’s local assessment test. Experience in working with children requiring a specialized learning environment desirable.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting and standing for extended periods of time. Dependent on student/class assignment, the employee may frequently move or lift children weighing up to 50 pounds unassisted. Employees may lift and move students who may wear heavy braces, use wheelchairs and other assistive devices, and/or assist students on or off a bus. Occasional bending at the waist is required, as is kneeling, crouching, pushing and pulling to assist students with shoelaces, braces, floor exercise and pushing of wheelchairs with or without students up and down inclines. Employees may reach overhead as well as above the shoulders and horizontally.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; interpret policies and procedures; and interact cooperatively with District staff, parents, and the general public.

Work Environment:

While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The employee’s primary responsibility is working with students with special needs. Employees in this position may have a higher level of physical injury from students. There is frequent contact with staff. The noise level is moderate.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

10 months per year, up to five days per week, up to 5.25 hours per day

(*Range 15 – required to assist with personal hygiene such as toileting, diapering, care for students with feeding tubes and catheters.)