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**TEACHING ASSISTANT, SPECIALIZED ITINERANT**

**Definition:**

Under the general supervision of the site administrator, under the direction of Special Education Teacher and in cooperation with the classroom teacher(s), performs the necessary duties to assist in a specialized education area with students who have learning and/or behavior needs.

**Distinguishing Characteristics:**

Incumbent works closely with the teacher and follows detailed instruction and/or established practices and procedures. Uses judgement and initiative in performing job and works with students with disabilities. Incumbent will be assigned to multiple classrooms; may serve students with any, or combination of, the following conditions: limited- or non-English population, communication disorders, hearing/vision impairment, learning disorders, emotional disturbances and behavior disorders.

**Supervision Exercised and Received:**

General direction is provided by the Principal or Assistant Principal.

**Major Duties and Responsibilities:**

Duties and responsibilities may include, but are not limited to, the following:

- Assists the teacher in delivering instruction and maintaining classroom control with designated students;
- Interacts with students, encourages their performance, observes progress, and meets instructional needs as they arise;
- Work with students in small groups or on a one-to-one basis, to reinforce basic skills and in accordance with the I.E.P.;
- Assists in classroom management;
- Shares observations of students with the classroom teacher(s);
- Under the direction of certificated personnel, assists in various aspects of special education program implementation and classroom work, including administering tests, correcting and grading student work, and recording information;
- Participates in staff meetings, conferences, and other trainings;
- Assists in the preparation of materials and lesson plans;
- Obtains supplies and necessary equipment for classroom activities;
- Monitors individual progress of students and discusses problems and improvements with teacher(s);
- Participate in student related and/or teacher meetings, when requested;
- Maintains confidential informational and operational records and files;
- Maintains necessary records, including data collection and copying materials;
- Performs related duties as assigned.

**Employment Standards:**

Knowledge of:

- Methods and attitudes required in working with children who have specialized needs.
- Correct English usage, punctuation, spelling and grammar, and basis math;
- Routine record keeping;
- Safe work practices.

Ability to:

- Facilitate individual student development;
- Successfully perform the physical requirements of the position;
- Understand the needs of emotionally and educationally challenged students;
- Maintain the confidentiality of school related information;

- Maintain cooperative relationships with those contacted in the course of work;
- Understand and carry out oral and written instructions;
- Relate positively to students, staff, and the public;
- Learn and follow the practices, rules, and regulations of the County Office and of the sites to which assigned;
- Drive personal vehicle to different sites.

**Education and Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- NCLB requirements for paraprofessionals working in Title I programs:
  - High school diploma or the equivalent, **and**
  - Two years of college (48 units), **or**
  - A. A. degree (or higher), **or**
  - Pass a local assessment of knowledge and skills in assisting in instruction.
- Red Cross recognized first aid certificate or successful completion of a first aid course within three (3) months after employment.
- Possess or obtain CPR certificate.

Experience:

- At least two (2) years experience working in an educational setting which provides direct instruction to students;
- Experience working with "at risk" students.

Desirable Qualifications:

- Training and/or experience in working with special needs students;
- Ability to communicate in Spanish.

**Physical Demands (Level I):**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

Sitting:	Rarely
Standing/Walking:	Frequently
Waist Bending:	Occasionally to Frequently
Neck Bending:	Occasionally to Frequently
Squatting:	Frequently
Climbing:	Rarely
Kneeling:	Frequently
Crawling:	Rarely
Neck Twisting:	Occasionally to Frequently
Waist Twisting:	Occasionally
Pushing/Pulling:	Frequently to Continuously – up to 100 to 150 lbs. at a time (such as pushing wheelchairs)

Running:	Occasionally
Reaching:	
Above Shoulder:	Occasionally
Below Shoulder:	Frequently
Lifting/Carrying:	
0-10 lbs:	Frequently - weights carried 50 to 100 feet at a time
11-25 lbs:	Occasionally- weights carried up to 100 feet at a time
26-50 lbs:	Occasionally - weights carried 10 to 100 feet at a time
51-75 lbs:	Frequently - <i>with assistance</i> - weights moved several feet at a time for toileting and transfers
76-150 lbs:	Occasionally - <i>with assistance</i> - weights moved several feet at a time for toileting and transfers
Hand Activities:	
Repetitive Hand Use:	Occasionally
Simple Grasping:	Frequently
Power Grasping:	Occasionally
Fine Manipulation:	Rarely
Hand and Arm Twisting/Turning:	Occasionally to Frequently
Computer Operation/Writing:	Rarely

- Meet sometimes, strenuous physical requirements necessary to safely and effectively perform assigned duties, including lifting 50 pounds on a regular basis and periodically lifting in excess of 50 pounds with assistance. For Preschool positions, this may include moving preschool equipment such as cots, tables, chairs; lifting infants and young children; perform twisting, bending, pushing, pulling, lifting, stooping, reaching motions during interaction with students and their children.
- May be required to accompany students on field trips, which may require maneuvering into awkward positions or in narrow bus aisles.
- Must be able to lift and physically restrain students at times; to take appropriate action in emergency situations; and follow procedures in a calm, responsible manner.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Must be able to communicate and exchange information, effectively, discreetly, and accurately in a high activity environment with staff, students, parents, and individuals who may have limited expressive and receptive conversational capacities.
- Must be able to detect visual and non-visual warning signs of developing physical and emotional situations that may require attention from certificated staff.
- Must be able to express self effectively, verbally and non-verbally in classroom with staff, student, and parents.
- Must be able to discern visual and non-visual signs of physical and non-physical issues that may negatively affect the learning environment.
- Must be able to monitor students and staff visually and non-visually to effectively assist in the management of an orderly and safe learning environment.
- Must have normal vision, corrected or uncorrected.

**Work Environment:**

The following conditions may be present:

- Walking on uneven ground when outdoors
- Exposure to student illnesses, injuries, infections, and bodily fluids
- May be exposed to chemicals contained in cleaning products
- May be required to maneuver into awkward positions

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.