

JOB DESCRIPTION  
October 2022

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**TEACHER ASSISTANT - SPECIAL EDUCATION**

**General Purpose:**

A Teacher Assistant - Special Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). Provides support to assist special education certificated teaching staff with instructing and assisting students having a variety of complex communicative or physical disabilities and performs a variety of general classroom assistance duties.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Assists with instruction, guidance and supervision of students and collects student data.
- Assists with and instructs physical education activities, checks students' progress and provides individual assistance with work assignment.
- Prepares instructional materials and assists teachers with the development of lesson plans, administers and corrects tests and assists with the evaluation of student performance and development.
- Assists students in their arrival and departure from school.
- May position children in mobility assistance devices.
- After training, may provide specialized physical health care procedures and assists with toilet training and personal hygiene.
- Assists in the preparation and serving of snacks and meals, and feeds children unable to feed themselves using special feeding equipment as necessary.
- Closely observes student behavior to identify potential problems, after training and with supervision, and may physically restrain students using appropriate techniques, after behavior training.
- Assists with maintaining classrooms and playground areas in a neat and orderly condition, performs a variety of classroom assistance work, receives and performs inventory of materials, supplies and equipment and provides input and assistance for conferences with parents and guardians.
- Maintains confidentiality.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

**Education:**

- High School diploma or equivalent.

**Experience:**

- Paid or volunteer experience in the teaching, care, and assistance with students with special needs.

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### **Knowledge, Skills, and Abilities:**

- Knowledge of basic behavior patterns and problems of students having communicative or physical disabilities.
- Knowledge of needs and behaviors of students with various racial, ethnic and cultural backgrounds.
- Knowledge of general first aid and CPR.
- Knowledge of materials and equipment used in teaching.
- Knowledge of proper English usage, spelling, grammar, punctuation and mathematics.
- Ability to gain the confidence of children and youth assigned to Special Education programs.
- Ability to maintain an understanding of the problems of children in Special Education programs and assist with learning activities.
- Ability to perform a variety of general classroom assistance duties.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Ability to maintain confidentiality to protect privacy of students, families and staff.
- Knowledge of general child development behavior patterns.
- Comprehensive knowledge of the specific behavior patterns, problems and needs of students in classes to which assigned.
- Knowledge of instructional methods and techniques generally applicable to working with students having disabilities.
- Knowledge of instructional methods and techniques specifically applicable to students in the program to which assigned.
- Ability to effectively apply specialized training, education and work experience in working with the problems and needs of students in Special Education programs.
- Ability to work independently with guidance.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must currently have or must obtain CPR/First Aid certification within 30 days of employment.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or classroom environment, continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.

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- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 21.5

Reviewed and Approved:

Supervisor: Susan J Connolly *Colleen Lattony* Date: 11/18/22  
Human Resources: \_\_\_\_\_ Date: 11/18/2022