

JOB DESCRIPTION  
January 2024

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

**SPECIAL EDUCATION TEACHER ASSISTANT/OFFICE ASSISTANT  
PATHWAYS CHARTER SCHOOL**

**General Purpose:**

A Special Education Teacher Assistant/Office Assistant, Pathways Charter School is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Special Education Teacher Assistant/Office Assistant, Pathways Charter School assists general and special education students and provides clerical and general office assistance.

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

- Assists general education and special education students individually or in small groups under the direction of certificated staff.
- Performs clerical duties under the direction of the principal.
- Provides individual assistance with assignments.
- Monitors students during physical education (PE), breaks and lunch period.
- Understands and communicates school rules to students.
- Performs a variety of general office assistance work and coverage when needed.
- Assists in managing curriculum and computer inventory.
- Provides information and assistance to students, parents, staff and schools regarding student grades, enrollment and related data, information, policies and procedures, as directed by the principal.
- Schedules Individualized Education Plan (IEP) meetings.
- Utilizes Positive Behavior Intervention and Supports.
- Assists with student enrollment and attendance training.

**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:**

- Previous general office assistance preferred.
- Experience working with elementary-aged students.

**Knowledge, Skills and Abilities:**

- Knowledge of general first aid.
- Knowledge of mathematics and proper English.
- Ability to work reliably and independently in a personable and cooperative manner with students, staff, and families.
- Ability to maintain confidentiality to protect privacy of students, families, and staff.
- Ability to understand, read, and follow oral and written instructions.

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- Ability to answer phones and provide general office assistance.
- Ability to maintain positive rapport with students and to understand their needs and social development.
- Ability to assist and/or work directly with students.
- Ability to work reliably, cooperatively, and in a positive manner with students, staff, and families in a variety of settings.
- Ability to remain flexible and maintain a professional attitude.
- Ability to maintain safety by recognizing potential behavior problems or unsafe situations and respond appropriately.
- Ability to provide clear instructions to students.
- Ability to type at a rate of 40 net words per minute from clear, legible copy.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 40 net wpm issued within the last two years.
- Must currently have or must obtain CPR/First Aid certification within 60 days of employment.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school 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.
- 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.

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- 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.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 20.0

Reviewed and Approved:

Supervisor: *Susan J Connolly*

Date: 1/30/2024

Human Resources: *Colleen Sattiny*

Date: 1/31/2024