SPECIAL EDUCATION, TEACHER ASSISTANT/OFFICE ASSISTANT
PATHWAYS CHARTER SCHOOL

General Purpose:
A Special Education Teacher Assistant/OFFICE Assistant, Paths Chart 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, Paths Chart 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 certified 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 student's families, and staff.
- Ability to understand, read, and follow oral and written instructions.
• 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 maintain 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.

Required Testing:
• Applicants may be tested.
• Pass proficiency exam meeting the requirements of No Child Left Behind (requirement waived if individual has an AA degree, has 48 college units or has passed the CBEST).

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.
• 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: [Signature] Date: 9-12-19

Human Resources: [Signature] Date: 8-19-19