

JOB DESCRIPTION
October 2007

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

TEACHER ASSISTANT I & II - ASSISTIVE TECHNOLOGY

General Purpose:

A Teacher Assistant I & II - Assistive Technology is responsible to the County Superintendent and works under the direct supervision of a Speech-Language Pathologist and Teacher, Orthopedically/Other Health Impaired Program and under the direction of a designated special education coordinator. Provides support to assist in the development of communication materials and devices.

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

- Prepares instructional materials such as communication books and boards.
- Programs assistive devices and augmentative communication software to meet student needs.
- Documents input from staff regarding student responses to instructional materials and reports results to the Speech-Language Pathologist in charge.
- Follows established procedural guidelines within individual classroom environments.
- Assists with guidance and supervision of students' classroom activities.
- May position children so as to access adaptive equipment.
- Receives and performs inventory of materials, supplies, and equipment.
- Establishes and maintains positive working relationships with supervisors and other members of the instructional team.
- Gathers and compiles appropriate student vocabulary based on input from the instructional team.
- Takes initiative to participate in professional growth activities and training.
- Organizes workload and disseminates completed projects efficiently.

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:

Teacher Assistant I - Assistive Technology

- Paid or volunteer experience working with individuals with disabilities.

Teacher Assistant II - Assistive Technology

- One (1) year of work experience comparable to that of a Teacher Assistant I - Assistive Technology with the Placer County Office of Education and completion of 24 semester units of child development, assistive technology, or closely related courses. Up to six units of extracurricular courses sponsored by the Placer County Office of Education may be substituted for six of the required 24 units.

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Or

- Three (3) years of work experience comparable to that of a Teacher Assistant I - Assistive Technology with the Placer County Office of Education and completion of 12 semester units of child development, assistive technology, or closely related courses. Up to three units of extracurricular courses sponsored by the Placer County Office of Education may be substituted for three of the required 12 units.

Or

- Five (5) years of work experience comparable to that of a Teacher Assistant I - Assistive Technology with the Placer County Office of Education.

Knowledge, Skills and Abilities:

Teacher Assistant I - Assistive Technology

- Knowledge of and familiarity with augmentative communication devices and programs.
- Knowledge of child development.
- Knowledge of basic behavior patterns and needs of students having communicative or physical disabilities.
- Knowledge of general first aid and CPR.
- Skills to operate computers and office equipment, such as copy machine, laminator and scanner.
- Ability to gain the confidence of children and youth assigned to special education programs.
- Ability to perform a variety of general classroom assistance duties.
- Ability to follow oral and written directions.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to learn new computer programs and augmentative systems.
- Ability to create and assemble instructional materials.
- Ability to maintain an organized work environment.
- Ability to problem solve and seek out assistance when needed.
- Ability to use a computer for basic word processing.
- Ability to understand and maintain confidentiality.

Teacher Assistant II - Assistive Technology

In addition to above:

- Knowledge of instructional methods and techniques generally applicable to working with students having communicative or physical disabilities.
- Ability to effectively apply specialized training, education, and work experience in working with the problems and needs of assigned students.
- Ability to work independently with guidance.

Required Testing:

- Pass proficiency exam meeting the requirements of No Child Left Behind.
(Requirement waived if individual has an AA degree or has 48 college units)

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

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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.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Facility to drive an automobile.
- Facility to determine and differentiate colors.

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: Teacher Assistant I: 19.5
Teacher Assistant II: 21.5

Reviewed and Approved:

Supervisor: 

Date: 10/17/07

Human Resources: 

Date: 10/17/07