

SPECIAL NEEDS CUSTODIAL ASSISTANT

CLASSIFICATION: Classified

TITLE OF IMMEDIATE SUPERVISOR: Case Manager

TITLE OF EVALUATOR: Case Manager

JOB SUMMARY: This position serves as temporary support assistant to one or more special education students in various settings. The position may assist in the areas of instructional assistance, medical and hygiene care, including toileting, lifting and feeding.

Under general supervision the assistant assists teacher, coordinator, and/or specialists with the educational program for a student in special education, or a special program in the educational setting. Reinforce learning concepts at the teacher's, coordinator's or specialist's direction; assist in the supervision of students' activities; perform various clerical duties, and other related duties as assigned.

ESSENTIAL DUTIES:

- Accompany student as necessary to classes and activities.
- As necessary, assist student(s) with mobility, feeding, and self-care.
- Keep data and records of student progress.
- Prepare adapted materials as necessary.
- Develop and maintain records and files as requested.
- Observe mental and physical health of student(s) and report potential problems to instructor.
- Provide support to staff in working with student(s) in various instructional programs.
- Suggest appropriate learning materials for student(s) with instructor's approval.
- Monitor individual progress of student(s) and discuss problems and improvements with instructor.
- Monitor student(s) use of instructional computer programs for appropriate learning levels. Supervise student(s) use of computer software.
- Explain and clarify work assignments to student(s). Tutor student(s) as necessary.

EMPLOYMENT STANDARDS:

- **Training and Experience-** Experience working with students in a classroom setting. Knowledge of: correct English usage including vocabulary, spelling, grammar and punctuation; instructional principles and techniques used in improving student skills; general classroom procedures and rules of conduct; -effective written and oral communication skills, methods and procedures of standard record keeping.
- **Abilities-** Ability to: work with and assist physically disabled students, learn proper procedures for feeding and hygiene of the student; work independently; interact with, supervise and tutor students of varying learning abilities and styles; apply instructional principles for individuals; monitor progress and identify problem areas or areas of student learning progress; recognize and understand the needs of student; establish and maintain appropriate and cooperative working relationships with teachers, coordinators, specialists, parents, student and others contacted in the course of work; identify and use

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appropriate communication channels with school personnel; perform a variety of general clerical tasks.

- **Physical Effort/Working Environment-** Moderate to heavy physical effort; frequent standing, walking, bending; frequent lifting, toileting , feeding and hygiene management. Speak and interact with student. Accompany student indoors and on campus.

- **Licenses/Certification-** A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

- **Education-** Graduation from high school or equivalent.

- **Required under No Child Left Behind Act of 2001** – One of the following:

- Completion of two years of higher education study (48 units), or
- A.A. or B.A. degree, or
- Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

West Sonoma County Union High School District

Classified Salary Schedule

Range 20

Work Year: School Year (182 days)

Approved: April 8, 2003

Revised: 1/21/04;