

	<p align="center">Classified Position Description</p> <p align="center">ADA Support Staff</p>	<p>Initial Date: March 27, 2007 Board Approval: March 27, 2007 Personnel Commission: March 21, 2007 Revision Date: Range: 39</p> <p>Reports to: District Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under direction of an assigned administrator, performs a variety of responsible duties to assist a staff member requiring American Disabilities Act (ADA) support including assisting with mobility, auditory, and/or sight issue activities and equipment including but not limited to use of guide dog, wheelchair, etc. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires knowledge of education procedures and policies, a high degree of positive contact with students, staff, parents, and community members and displays professionalism and sensitivity with confidential information.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are assigned to provide general support functions in the classroom and in any other location where the assigned staff member requires assistance.

REPRESENTATIVE DUTIES:

- Assist in the preparation and use of instructional materials and equipment.
- Organize work areas and prepare material for various assignments.
- Assist staff member in doing Internet research for curriculum planning and development.
- Assist staff member and students in test-taking activities.
- Assist in the use of special equipment including LCD projector and DVD/VCR player.
- Assist staff member in completion of paperwork including administering and scoring test papers and assignments.
- Provide clerical support functions such as filing, copying, taking attendance, and maintaining student records including electronic attendance taking.
- Assist staff member in accessing e-mail, mail, correspondence, and understanding the structure and access to the Internet.
- Assist in behavior management of students using positive reinforcement and related strategies resulting in effective classroom management.
- Attend meetings and in-service training programs providing support to staff member.
- Assist in providing minor first aid.
- Performs related duties similar in scope and function as required or assigned by administrator.

EMPLOYEE STANDARDS:

Knowledge, Skills and Abilities Required:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Skill in operating a variety of equipment including computer, fax, typewriter, printer, calculator, copiers, LCD projector, DVD/VCR player, and various computer hardware and software programs including the Internet and those related to curriculum.
- Skill in learning general techniques for assisting students.

- Skill in understanding student needs and approaches involved in working patiently with students.
- Ability to understand and follow written and oral instructions.
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties.
- Ability to multitask and prioritize.

WORKING CONDITIONS:

- Manual dexterity and physical condition to maintain a daily work schedule.
- Light to moderate physical effort standing and/or walking for extended periods of time. Pushing, pulling, lifting and moving instructional materials and equipment.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS:

- Primarily indoor classroom and school environment.
- Temperature - normal climate.

JOB PARTICULARS:

- All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS:

- Daily contacts with students, teachers, school and District staff.
- Possible contact with parents, community members, and outside agency personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High school diploma or equivalent.
- Clerical experience desirable.

OCCUPATIONAL CERTIFICATES/LICENSES:

- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a daily work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.