



POSITION DESCRIPTION

Title: Enhanced Staffing Assistant	
Department: Special Services	FLSA Classification: Non-Exempt
Bargaining Unit: CSEA 75	Work Year: School Year
Reports to: Director of Special Services	Board Approval Date: TBD

Salary Grade: Range 16

Primary Function:

Under the direction of the special education administrator, school principal or certificated personnel, serves as an aide in the supervision, care and instruction of behaviorally, emotionally and educationally challenged students. Assists in the implementation of behavior management program to students according to their IEP, 504, SST plan and following the guidelines provided by Santa Rosa City Schools District.

Essential Job Functions include, but are not limited to the following:

1. Respond to behavior and educational needs in locations on an as needed basis.
2. Provide specialized assistance to schools for staff who need enhanced adult assistance to support students with identified needs.
3. Assist school staff and teachers in the implementation of accommodations, modifications and Behavior Intervention Plans, as specified by a Student Support Plan (SST), 504 plan or Individual Education Plan (IEP).
4. Support the teacher with behavior management while demonstrating professionalism in a variety of situations.
5. Assist the teacher in observing, recording and charting behavior and educational data.
6. Collaborate with other professionals regarding specific student needs (e.g., psychologists, occupational therapists and speech therapists).
7. Assist teachers in conducting lessons and other classroom activities.
8. Work with students in small groups or on a one-to-one basis to reinforce academic, behavioral and life skills or to supplement classroom work.
9. Assist in the preparation of graphic and written teaching materials.
10. Prepare and maintain records involving student progress.
11. Assist in ordering and caring for classroom equipment and supplies.
12. Confer, as needed, with teachers concerning programs and materials to meet the needs of students.
13. Under direction of certificated staff, performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination equivalent to: graduation from high school, supplemented by training and/or experience working with children in a learning situation. Training and/or experience in working with behaviorally challenged children.

Licenses/Certifications:

Must be NCLB Certified

Abilities and Skills

- Correct English usage, vocabulary, spelling, grammar, punctuation and arithmetic
- Correct implementation of general classroom procedures and utilization of equipment
- Ability to assist with instructional activities in a classroom
- Learn the procedures, functions, and limitations of assigned Enhanced Staffing Assistant duties
- Understand the needs of behaviorally, emotionally and educationally challenged students
- Remain calm in situations of stress
- Understand and carry out oral and written directions
- Perform routine clerical duties
- Establish and maintain cooperative working relationships with teachers, students and others in the course of work.
- Learn and implement pro-active and reactive crisis behavior management strategies and skills.

Working Conditions

School and classroom environment; may be required to accompany students on field trips, must be able to lift and physically restrain students at times.

Physical Abilities

Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships, and identify and distinguish objects. Sufficient hearing to hear conversations in person and on the telephone, hear sounds clearly up to twenty feet, and have the ability to hear with both ears. Ability to perform hands-on, non-violent physical crisis intervention techniques when needed, following district protocol. Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups. Ability to exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects. This type of work requires occasional or frequent standing, walking, sitting, twisting, reaching, and kneeling for extended periods of time. Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects and move about the work area.