

# **WEST SIDE UNION SCHOOL DISTRICT**

**TITLE: SPECIALIZED ASSISTANT I/ Temporary Support Assistant-TSA**

## **DEFINITION:**

Under the general direction of the RSP teacher, and in cooperation with the classroom teacher(s), performs the necessary duties to assist in a specialized education area with students who have minimal behavioral, physical and/or medical needs.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Assists the classroom teacher in maintaining classroom control and in assigned instructional areas to designated students. Interacts with students, encourages their performance, observes progress, and meets instructional needs as they arise.
- Works with students in small groups or on a one-to-one basis, to reinforce basic skills or to supplement classroom work.
- Assists in classroom management.
- Shares observations of students with the classroom teacher(s).
- Under the direction of certificate personnel, assists in various aspects of program implementation and classroom work, including administering tests, correcting and grading student work, and recording of information.
- Participation in staff meetings, conferences, and other trainings.
- Assists in the preparation of materials and lesson plans.
- Obtains supplies and necessary equipment for classroom activities.
- Assists in a variety of activities related to the daily operations of the classroom, such as, roll call, lunch count, absences, and out-of-classroom errands.
- Assists physically handicapped students with their equipment (wheelchairs, scooters, walkers, etc.)
- Monitors individual progress of students and discusses with teacher(s).
- May participate in student related and /or teacher meetings.
- Maintains confidential informational and operational records and files.
- Under direction of classroom teacher may be required to communicate regularly with parents/guardians.
- May be responsible for feeding, toileting, dressing, and assisting students in independent skills development.
- Maintains necessary records, including data collection and copying materials.
- Performs other related work required.

## **REQUIRED QUALIFICATIONS:**

### **KNOWLEDGE OF:**

- Methods and attitudes required in working with children who have specialized needs.
- Correct English usage, punctuation, spelling and grammar, and basic math.
- Routine record keeping.
- Safe work practices and proper lifting techniques.

**ABILITY TO:**

- Facilitate individual student development.
- Assist special need students in developing peer relations.
- Successfully perform the physical requirements of the position.
- Understand the needs of physically, emotionally and educationally challenged students.
- Maintain the confidentiality of school related information.
- Maintain cooperative relationships with those contacted in the course of work.
- Understand and carry out oral and written instructions.
- Relate positively to students, staff and the public.
- Learn and follow the practice, rules, and regulations of the District.
- Must lift up to twenty five pounds on a regular basis and occasionally lift in excess of twenty five pounds

**EXPERIENCE:**

- At least two (2) years experience working in an educational setting which provides direct instruction to students.

**EDUCATION:**

- An A.A. degree in core subject matter: or Forty (40) units of higher education in core academic areas: or
- Passage of certain test which demonstrates knowledge and ability to assist in the instruction of reading, writing, and mathematics.

**DESIRABLE QUALIFICATIONS:**

- Training and /or experience in working with special needs students.
- Ability to communicate in Spanish.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit, or walk. The employee is occasionally required to: use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.