

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
**POSITION DESCRIPTION**

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<b>TITLE:</b>	Curriculum Support Assistant	<b>REPORTS TO:</b>	Program Manager
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	030
<b>ISSUED:</b>	June 27, 2006		Paraeducators

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**BASIC FUNCTION:**

Under general direction, perform specialized library, computer, and curriculum support for special education staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Perform specialized library, computer, and curriculum support for elementary, middle, and high school certificated special education staff. **E**

Use a variety of specialized software including Boardmaker, Intellitools, and Kidspiration, to create and modify curriculum materials. **E**

Assist special education staff in locating and using library materials and equipment. **E**

Create and maintain curriculum specific digital photo libraries using the internet, scanner, clip art, and digital camera. **E**

Assist in modifying, assembling, and preparing instructional materials for presentation at workshops, and distribution to sites under direction of the program diagnostic resource teachers (DRT's). **E**

Order, process, store, and circulate special education curriculum, library materials, multimedia materials, computer technology materials, and equipment used in classrooms. **E**

Respond to requests from certificated staff for modified materials and computer software; copy, laminate, bind, and package various curriculum materials. **E**

Maintain computerized circulation system of curriculum library inventory; review condition of materials and make decisions regarding repair or recommendations for replacement. **E**

Conduct in-service computer software training in Boardmaker for use by special education certificated and classified staff as needed. **E**

Maintain library equipment; contact district staff or vendors for computer repair, software problems, or other related activities. **E**

Travel to school sites as needed to assist teachers with classroom organization and use of curriculum materials and/or the installation of specialized computer software under direction of program DRT's. **E**

Attend meetings and conferences as assigned. E

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience equivalent to one year experience in instructional methodologies working with students with special needs. Completion of post high school courses in English, psychology, early childhood education, special education, or related field is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Instructional methodologies for students with special needs.  
Oral and written communication skills.  
Computer applications and related software.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Writing with symbols.

**ABILITY TO:**

Organize and maintain records.  
Communicate effectively orally and in writing.  
Assist staff in locating and using library materials and equipment, including electronic retrieval systems.  
Operate standard office equipment including microcomputers and related software programs.  
Use electronic mail and the internet.  
Maintain the digital photo library and import pictures into specialized software programs.  
Work flexible hours and schedule to accommodate library hours and staff needs.  
Plan and organize work.  
Meet schedules and time lines.  
Travel to school sites to assist staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting; classroom environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.