SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Special Education Technician - Infant Program
REPORTS TO: Assigned Supervisor
DEPARTMENT: Various schools
CLASSIFICATION: Classified
FLSA: Non-Exempt
SALARY GRADE: 030 Paraeducators’
ISSUED: December 9, 2008

BASIC FUNCTION: Assist Special Education Early Childhood teachers, speech language pathologists, nurses, occupational/physical therapists and others in providing specialized assistance and intervention services to infants and their families enrolled in the Special Education Early Childhood Education instructional program.

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

Under direction of certificated staff, conduct pre-academic and age appropriate activities with infants with special needs such as developmental delays, autism, orthopedically impaired, visually impaired, deaf/hard of hearing, or deaf/blind on independent home visits, in school classrooms, and on playgrounds, or in licensed children’s institutions, home and hospital education programs or public/private toddler programs. E

Implement orientation and mobility activities; record developmental observations and assessments; collect and organize data and documentation; assist in training parents in strategies and techniques necessary to care for the physical needs of their child. E

Lift and move designated pupils as necessary in the use of bathroom facilities, including changing diapers and clothes, cleaning/showering, and providing personal hygiene care. E

Lift and move designated pupils as necessary in the loading and unloading from vehicles, and/or other activities, as assigned. E

Perform specialized health care procedures under direction of school nurse. E

Supervise pupils on or off school grounds; may supervise and attend to pupils on buses as they are being transported to and from school or on special activity trips during the day; meet buses and escort pupils to and from classrooms. E

Translate for parent conferences and/or arrange for translation services as needed. E
Assist the classroom teacher with instruction in all areas of development including pre-academic activities for speech/language acquisition, self care, mobility, socialization, gross and fine motor skills and sensory integration; arrange bulletin boards and other displays.

Work as a liaison with parents and/or community groups and agencies; assist with parent support and linkage to services.

May prepare specialized age appropriate materials and audiovisual aids for use in the home and in classrooms; assist staff with procuring materials and resources for parent meetings; assist with inventory of classroom supplies and make recommendations for ordering instructional materials.

Assist during meals by setting up tables or transporting lunch trays and feeding pupils as required.

Maintain cleanliness of classroom, lavatories, supply room, and walkways; sweep, mop, dust, and wash assigned areas; maintain supplies of paper, soap, towels, and classroom materials.

Supervise pupils in the home, in special education classrooms, resource centers, private/public toddler programs and/or in the absence of the classroom teacher.

Contact parents to set up or confirm conferences and consultations; participate in staff development programs as directed.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
High school diploma/GED and a passing score on the San Diego City Schools Classroom Assistant Proficiency Exam (CAPE) or an Associate’s Degree (or higher) or 48 or more eligible units of coursework at a recognized college or university. One year of related or equivalent paid infant/toddler childcare experience in a home, facility or school classroom is required. A related degree may be substituted for the experience requirement. Completion of post high school courses in Early Childhood Development, Elementary Education, or Special Education is desirable.

**LICENSING AND OTHER REQUIREMENTS:**
Personal appearance, grooming and language patterns which will provide a satisfactory example to pupils, parents, and community groups.

Possession of a valid California driver’s license and availability of private transportation may be required for designated positions which require the transportation of pupils (mileage expense allowance provided).

Possession of current infant, child, and adult cardio-pulmonary resuscitation (CPR) certification; American Heart Association or American Red Cross certificate preferred. On-line certificates will not be accepted.

Individuals employed in this job class must be able to qualify for a food service safety certification.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Special education instructional/tutorial procedures and practices.

One or more of the following: sign language, braille, specially adapted computers, augmentative communication devices, or other specialized equipment used by low incidence pupils.

Language and speech development.

Auditory input systems and specialized equipment and maintenance.
Proper infant and preschool child bathing, feeding and handling practices, and safety procedures. Ordinary cleaning equipment, materials, and principles of sanitation. Developmentally appropriate activities for infants and young children. Reading and writing English communication skills. Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:
Demonstrate care, enthusiasm, and interest for working with infants and young children enrolled in the instructional program
Deal tactfully with children and parents.
Safely lift and carry infants and young children.
Establish and maintain effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records.
Read, write, and understand the English language.
Understand and follow oral and written directions.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, home, classroom and outdoor settings.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions may be required to have skills in American Sign Language (ASL) or Braille.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language, related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may require traveling to homes and or two or more locations requiring travel between sites within the regular work day.

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