

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

POSITION: Program Support Specialist

TERMS OF EMPLOYMENT: Range 6

REPORTS TO: Site Administrator

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Must possess an instructional assistant proficiency test certificate, or an AA degree or at least forty-eight (48) college units.
- Previous experience using behavior management strategies
- Training in CPI techniques preferred
- CPR & First Aid certification preferred

GENERAL SUMMARY

This position is assigned to an educational program with students who require a wide range of behavioral and academic support. This support may include the areas of social-emotional, self-regulation, and self-perception.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Assist instructional personnel in the education, training, and supervision of students in need of additional educational, social-emotional, and/or self-regulation support
- Observe and redirect behavior of students in the classroom according to established policies and procedures
- Monitor and interact with students during recess, lunch, physical education, and other activities as assigned
- Assess escalating situations and intervene and defuse as appropriate, maintain alertness to changing environments (both group and individual) that could lead to disruptive, aggressive, and/or self-injurious behavior
- Provide individual or small group academic support
- Observe behavior patterns and assist in developing appropriate self-regulation techniques for individual students
- Collect and report progress regarding student performance and behavior to the appropriate personnel
- Communicate regularly with other members of the instructional team regarding daily performance of students.
- Maintain a high degree of confidentiality in all areas

- Accompany and assist students while they are receiving instruction in their general education classroom.
- Escort students to and from classroom, library, playground, cafeteria, and other school areas.
- May perform duties involving arrival/departure of students such as crosswalk/parking lot duty
- Other duties as assigned

ABILITY TO

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs
- Appropriately manage student behavior and guide students toward more acceptable social behaviors
- Quickly recognize and respond to emergency situations pertaining to a variety of student needs
- Assist IBI with basic student personal care needs such as dressing or toileting
- Utilize a variety of instructional materials and procedures to enhance a positive educational environment
- Establish and maintain cooperative working relationships

PHYSICAL DEMANDS

Primary functions require sufficient physical ability and mobility to work in a classroom setting

- To stand or sit for prolonged periods of time
- To occasionally stoop, bend, kneel, crouch, reach, and twist
- To lift, carry, push, and/or pull light to moderate amounts of weight
- To operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard

ENVIRONMENTAL CONDITIONS

Work is performed primarily in a classroom setting with exposure to students with a variety of emotional and physical disabilities and atypical control problems; may be exposed to bodily fluids. Outdoor activities occur daily

CONTACTS

- Daily contact with students, teachers, school and district staff.

EMPLOYMENT STANDARDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.