

Grass Valley School District

POSITION TITLE:	LEARNING CENTER AIDE
PLACEMENT:	CLASSIFIED SALARY SCHEDULE, POSITION RANGE G; 180 DAY EMPLOYEE
REPORTS TO:	PRINCIPAL AND TEACHER ASSIGNED

BASIC FUNCTION

Under direction of management personnel and certificated staff, assist certificated staff in the instruction, supervision and training of individuals or groups of students with a variety of special education needs; perform a variety of instructional services within a well-defined framework of policies and procedures; provide a range of instructional training experiences in a variety of educational environments which may include specific classrooms, learning centers; may serve students with any or a combination of, the following conditions: learning disability; communication disorders; intellectual disability; autism; physical/medical involvement; hearing/vision impairment; emotional disturbance; behavior disorders, and to perform related duties as assigned. A Learning Center Aide works closely with teacher and follows detailed instruction and/or established practices and learning center aide procedures on most duties. Contact with others primarily includes students, parents and other school district staff.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Ability to work in special education with a variety of at-risk and high-risk students, as described above.
2. Assists in instruction, including (but not limited to):
 - Academics - reading, writing, math concepts
 - Motor skills - physical education, body awareness
 - Speech/language - communication skills
 - Leisure/recreation - recess, games, outing, breaks
 - Self help - toileting, feeding, personal hygiene, dressing, self-care
 - Other specialized health care – catheterization, diapering, toilet training
 - Specialized subject areas - based on needs
 - Vocational skills - job and work related tasks
3. Maintains an effective learning environment through student supervision, class management, and student discipline.
4. Makes effective use of material, media, audio-visual, equipment and supplies.
5. Prepares instructional materials to include worksheets and manipulatives.
6. Performs a variety of clerical tasks, including typing; making copies; collating; gathering resource information/materials; filing; answering phones; taking and relaying messages; work processing; etc.
7. Contributes relevant feedback/information on student progress through observation, interaction and maintaining accurate records.
8. Participates in job related meetings as requested.
9. Maintains informational and operational records and files, including test/homework scores, student work, and other records related to students' instruction.
10. Monitors and assists students in using adaptive devices and technology.
11. Maintains cooperative relationships with all parents/care providers, staff, and students.
12. Maintains strict confidentiality on all job-related matters.
13. Performs other related duties as required.

QUALIFICATIONS

1. Submit to fingerprinting test through the California Bureau of Justice and/or Federal Bureau of Investigation.

EDUCATION AND EXPERIENCE

SKILLS AND ABILITIES:

1. Meets Highly Qualified Paraprofessional status of high school diploma plus 2 years of college OR Associate's Degree OR pass the rigorous standard of quality on the equivalent locally developed Highly Qualified Paraprofessional Assessment.
2. Has completed at least one college course in the area of special education or attended at least six hours of in-service classes specifically related to special education.
3. Has demonstrated the ability to recognize and account for manifestations of student disabilities.
4. Has demonstrated the ability to employ appropriate behavior management techniques.
5. Has ability to understand and relate to students who have behavioral, learning or physical disabilities.

WORK ENVIRONMENT:

1. Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Grass Valley School District staff, and the public.

MACHINES AND/OR TOOLS USED

1. Computer, telephone, two-way radio/cell phone, photocopier, pen, paper, books, instructional materials, markers, scissors, art supplies, games, paper cutter, die cut machine, laminating machine, television, overhead projector, VCR/DVD/CD players, video tapes/CD's/DVD's, sports equipment, gardening shovels, microwave, refrigerator, kitchen utensils, vacuum cleaner, aquariums, birdcages, animal cages, stool, wheelchairs, Hoyer lifts, walkers, standers, wheelchairs, gloves, a variety of medical equipment for tube feedings, ostomy care, epi-pens, etc.

LEARNING CENTER AIDE (CONTINUED)

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. Physical capacity to lift, move, and position disabled students who may weigh 150 pounds or more.

<u>Endurance</u>	<u>Minutes At One Time</u>	<u>Total Hours In An 8-Hour Day</u>
Sit	0-30 min.	3-5
Stand	0-5 min.	0-2
Walk	0-5 min.	0-2
Drive	0-30 min.	3-5
Keyboarding	0-5 min.	0-2

	<u>NVR</u> 0%	<u>RARE</u> 1-5%	<u>SELD</u> 6-19%	<u>OCCAS</u> 20-33%	<u>FREQ</u> 34-66%	<u>CONT</u> 67-100%
LIFT						
1 - 10 lbs.						X
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
CARRY						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
PUSH						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				
PULL						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				

	<u>NVR</u> 0%	<u>RARE</u> 1-5%	<u>SELD</u> 6-19%	<u>OCCAS</u> 20-33%	<u>FREQ</u> 34-66%	<u>CONT</u> 67-100%
Bend/Stoop				X		
Twist				X		
Crouch/Squat				X		
Kneel			X			
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
ENVIRONMENT						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
HAZARDS: Blood Borne Pathogens and/or bodily fluids						
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

SPECIAL NOTES:

1. May be required to assist in restraining students weighing up to and in excess of 150 lbs.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LEARNING CENTER AIDE (CONTINUED)

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date