

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Educational Assistant	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional)
<b>SERIES:</b>	Career Lattice	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1583 Educational Assistant 0973 Teacher Candidate Only	<b>WORK YEAR:</b>	10 Months
<b>DEPARTMENT:</b>	Special Education Department/ Therapeutic Center	<b>SALARY:</b>	Range 31 Educ Asst I Range 35 Educ Asst II Range 39 Educ Asst III Range 43 Educ Asst IV Range 44 Teacher Candidate Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b> <b>HR REVISION:</b>	05-13-11

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**BASIC FUNCTION:**

Assist the classroom teacher in providing or reinforcing instruction in the special education program on a non-comprehensive campus for students who are emotionally disturbed. Assist with the preparation of instructional materials; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Educational Assistant I is an entry-level career lattice position.

Educational Assistant II



**LICENSES AND OTHER REQUIREMENTS:**

Pass the employee entrance evaluation (lifting test); receive certification in Crisis Prevention Intervention (CPI) provided by the school site; receive certification in Professional Assault Crisis (Pro-ACT) provided by the school site.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Special needs, issues, and requirements of emotionally disturbed students.  
Basic child development and child guidance.  
Basic subjects taught in district schools.  
Community-based instruction practices.  
Assertive and assaultive behavior protection.  
Learn proper techniques for restraining students.  
Safe practices in classroom and playground activities.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Reading and writing communication skills.  
Interpersonal relations skills using tact, patience, and courtesy.  
Record-keeping techniques.  
Operation of standard office and classroom equipment.  
Classroom procedures and appropriate student conduct.

**ABILITY TO:**

Defuse escalating behavior and safely manage physically aggressive behavior.  
Resolve situations when confronted by anxious, hostile, or violent behavior.  
Apply hands-on management techniques according to Pro-ACT and CPI.  
Assist with instruction and related activities in a classroom or assigned learning environment.  
Reinforce instruction to students with disabilities, communication, and behavioral problems.  
Demonstrate an understanding, patient, and receptive attitude towards children with special needs.  
Assist students in developing self-help and social skills.  
Perform clerical duties such as filing, duplicating, and maintaining routine records.  
Understand and follow oral and written directions; print and write legibly.  
Learn the procedures, functions, and limitations of assigned duties.  
Establish and maintain effective working relationships with others.  
Communicate effectively, both orally and in writing, with children and adults.  
Be flexible, and work effectively with constant interruptions.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied individuals; may experience exposure to anti-social behavior and verbally and physically abusive students; exposure to lice, bodily fluids, and communicable diseases.

*(Consistent with the No Child Left Behind Act of 2001 and other related legislation.)*