

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADA SUPPORT ASSISTANT

BASIC FUNCTION:

Under the supervision of the Principal, provides assistive, clerical and instructional support services to a certificated faculty member with a disability and individuals or small groups of students with special needs; accommodates and provides a certificated faculty member with proper accessibility to conduct work in a classroom and/or outdoor environment.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Provides assistive, clerical and instructional support services to a certificated faculty member with a disability and individuals or small groups of students with special needs.

Assists an assigned faculty member in providing instruction to individuals or small groups of students with special needs in a special education classroom or outdoor environment.

Accommodates an assigned faculty member by providing proper accessibility in the workplace; assists the faculty member in accessing e mail, mail, correspondence, and understanding the structure and access to the Internet.

Transports an assigned faculty member to sites located throughout Santa Clara County; documents and records daily mileage.

Assists an assigned faculty member in the preparation and use of instructional materials and equipment.

Assists an assigned faculty member in conducting Internet research for curriculum planning and development.

Types and inputs a variety of data into an assigned computer system including student attendance and IEP deadline information; compiles data, transcribes notes and completes paperwork as directed; establishes and maintains automated records and files; initiates queries, develops spreadsheets; assures accuracy of input and output instructions, note or rough draft, a variety of materials such as

receipts, invoices, curricular planning and other materials.

Administers various tests as directed by an assigned faculty member; scores a variety of tests and record
prepares mandated reports

and documentation as required.

ADA Support Assistant

ADA

Valid California class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor classroom environment.

Driving a vehicle to conduct work and travel to various school sites.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Seeing to drive a vehicle, read, prepare and proofread documents.

Sitting and 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, pushing or pulling light objects.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director Classified Personnel Services

Date: 12/14/16