

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7357
7360 (ESY)
Pay Grade: D06

FLSA: Non-Exempt

ESE ASSOCIATE
<u>REPORTS TO:</u> Principal OR Center Administrator
<u>SUPERVISES:</u> Not Applicable
<u>QUALIFICATIONS:</u> An Associate's Degree or sixty (60) credit hours from an accredited college or university OR graduation from high school or possession of a GED AND a passing score on the Para-Pro Assessment or alternative assessment which meets the federal/state requirements, Previous training or a willingness to participate in training related to meeting the needs of students with disabilities. ESE Associates who work in an instructional capacity must meet a rigorous standard of quality and be able to demonstrate, through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics or, as appropriate, reading readiness, writing readiness, and mathematics readiness.
<u>PREFERRED:</u> One (1) year of experience working with exceptional students.
MAJOR FUNCTION
Classroom Provides instructional support for students with disabilities under the direction of one or more Exceptional Student Education (ESE) teachers. May also work with students with disabilities in general education classes under the direction of one or more general education teachers. Must accompany ESE students on school system buses, if students' IEPs require a teacher associate on the bus. Work is reviewed in progress and upon completion.
Occupational/Physical Therapy Assists in the practice of occupational and/or physical therapy and works under the direct on-site supervision of a person licensed to practice physical or occupational therapy. Work activities require an understanding of occupational or physical therapy, but do not require professional or advanced training in the anatomical, biological, psychological, and social sciences involved in the practice of occupational or physical therapy. Only specific tasks which are neither evaluative, assessive, nor recommending in nature may be delegated by a licensed therapist, and only after ensuring appropriate training for the performance of the task. The licensed therapist is responsible for the planning and assigned activities performed by the individual functioning in the position.
ESSENTIAL RESPONSIBILITIES
Classroom <ul style="list-style-type: none">• Implements teacher lessons with individual, small group or total class, as directed by supervising teacher(s)• Assists with collection of student performance data, as directed by supervising teacher(s)• Assists with implementation of individual Behavior Improvement Plans and/or classroom management systems, as directed by supervising teacher(s)

ESSENTIAL RESPONSIBILITIES (Continued)

Classroom –(Continued)

- May assist students with Independent Living Skills, e.g., feeding, toileting, dressing, and hygienic care
Care may include preparation of special foods and changing and laundering of student attire
- May administer medications as described in the Pinellas County School Board Policy Manual
- May assist with student needs specific to disabilities, e.g., physical care, lifting, positioning, sign language, etc
- Assists with clerical tasks, e.g., preparing instructional materials, checking student work, maintaining supplies and equipment for classroom use, typing, filing, and operating office equipment
- Assists with clean up following activities
- Must accompany ESE students on school system buses, if students' IEPs require a teacher associate on the bus
- Demonstrates respect for students, parents, and school staff
- Works collaboratively with others
- Assists the teacher(s) in maintaining a classroom and student climate of mutual respect
- Participates in training opportunities to further develop skills
- Attends meetings as requested
- Performs related work as required

Occupational/Physical Therapy

- Assists with basic, non-invasive treatment activities for exceptional students, under the guidance of a licensed Occupational or Physical Therapist
- Prepares planned instructional materials, maintains supplies and equipment, and cleans up after activities
- Monitors students' behavior and intervenes where necessary; assists in behavior modification programs
- Assists in activities of daily living such as dressing/undressing, feeding, toileting, hygienic cares, cleans up after feeding and/or toileting accidents where applicable
- Lifts, carries, and positions students in equipment where applicable
- May utilize basic sign language or sighted-guide techniques
- Escorts students to and from classes as needed for student participation on OT/PT activities
- Carries out clerical duties related to therapy, e.g., attendance reports and filing reports
- Attends scheduled meetings and workshops for professional growth and staff development
- Performs related work as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: COMBINED TCHR ASST ESE I & II SEE HISTORY IN HR DEPT. 10/06 AK; BOARD APPROVED: 10/24/06; MQ'S REVISED: 9/09 RAS; BOARD APPROVED: 10/27/09; D&R, MQ'S and WORKING CONDITIONS REVISED: 1/10 RAS; BOARD APPROVED: 1/26/10; REVISED FORMAT, MF, ER, ADA 8/12 LM; BOARD APPROVED: 9/25/12

ESE ASSOCIATE

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds					X
3. Lift objects weighing 51 to 100 pounds				X	
4. Lift objects weighing more than 100 pounds				X	
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds				X	
8. Carry objects weighing 100 pounds or more				X	
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

ESE Associate – PES