

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment: 210 days typical seven-hour day (8:00 a.m. – 3:00 p.m.).

This includes the traditional 200-day calendar worked by the certified personnel (180 school days, 2 holidays, 10 vacation days, and 8 staff development/administrative days – in which the employee will evaluate particular needs of students and attend multidisciplinary team meetings including participation in IEP development, when needed).

The additional ten (10) days shall be four (4) weeks of summer work (typically 8:00 a.m. – 12:00 p.m.) providing specialized services for the identified students in need who are participating in the Extended School Year Program, established annually by the Supervisor of Special Education. Additionally, the employee shall complete thorough evaluations of new students and re-evaluations of identified students, when needed, as well as complete other duties as assigned by the Supervisor of Special Education.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.