

# Leon County Public Schools Classification Specification

Salary Grade 33

## Summary Information:

**Classification Title:** Classroom Therapy Assistant for ESE Students      **Date Prepared:** 04/2003  
**FLSA Status:** Non-Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

## Activity Identification

### Activity Name

|     |                                    |  |
|-----|------------------------------------|--|
| 158 | Special Education Related Services | Provide other types of assistance to students with special education needs (i.e., OT, PT, scheduling of medical specialist evaluations). |
| 750 | Instructional Support              | Provides direct instructional support and care-giving services (i.e., medical) under supervision of teachers and staff.                  |
| 751 | Instructional Delivery             | Adapts instructional programs to fit individual needs of students, i.e., use of array of instructional aids and equipment.               |
| 230 | Managing Annual Reviews            | Assists in monitoring compliance with IEPs and other student management systems.   |
| 757 | Student Progress Reporting         | Participates in meetings and assists teachers in communicating student progress to parents, school and/or District staff.                |
| 049 | Travel Time                        | Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.              |
| 753 | Clerical Support                   | Provides direct assistance in preparation of classroom materials, assists in classroom arrangement and general clerical tasks.           |
| 755 | In-Service Training                | Participates in appropriate in service training.   |
| 999 | Assigned Duties                    | Perform other duties as assigned.  |

## General Classification Specification Factors:

**Education/Experience:** A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience

**Supervisory Responsibility:** None

**Type of Supervision:** N/A

**Effective Date:** 07/01/2003

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### Skill Identification

| Managerial/Supervisory Skills   | Important | Not Important |
|---|-----------|---------------|
| <ul style="list-style-type: none"> <li>• Developing Multi-year Strategic and/or Operational Plans</li> <li>• Developing Annual Budgets</li> <li>• Policy Development</li> <li>• Controlling Expenses</li> <li>• Coordinating Resources</li> <li>• Decision making</li> <li>• Delegation</li> <li>• Individual/group leadership</li> <li>• Interpersonal (working with groups)</li> <li>• Knowledge of Business/organizational systems</li> <li>• Negotiating and/or persuading others to take action</li> <li>• Promoting safety</li> <li>• Supervising, coaching and developing employees</li> </ul> |           |               |

| Office Skills  | Important | Not Important |
|--|-----------|---------------|
| <ul style="list-style-type: none"> <li>• Checking grammar/punctuation</li> <li>• Filing</li> <li>• Perceiving detail in checking information/forms</li> <li>• Reading comprehension (high school level)</li> <li>• Operating word processing software</li> <li>• Operating a computer terminal for data entry</li> <li>• Operating automated spreadsheet software</li> <li>• Scheduling appointments and/or travel</li> <li>• Taking and distributing messages</li> <li>• Taking dictation and meeting minutes</li> <li>• General mathematical - adding, subtracting, multiplying, etc.</li> </ul> |           |               |

| Professional and Technical Skills   | Important | Not Important |
|---|-----------|---------------|
| <ul style="list-style-type: none"> <li>• Accounting/finance</li> <li>• Advanced math - algebra, statistics, geometry</li> <li>• Architecture</li> <li>• Bookkeeping</li> <li>• Computer operations</li> <li>• Computer programming</li> <li>• Contract interpretation</li> <li>• Craft skills (electrical, etc.)</li> <li>• Drawing-figures/drafting</li> <li>• Engineering</li> <li>• Graphic arts</li> <li>• Landscaping</li> <li>• Good Judgment</li> <li>• Work standards</li> <li>• Integrity</li> </ul> |           |               |

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### Skill Identification (cont.)

| Communication Skills   | Important | Not Important |
|--|-----------|---------------|
| <ul style="list-style-type: none"> <li>• Oral communication--exchanging or expressing ideas by means of the spoken word</li> <li>• Presentations--transmitting information in a formal setting</li> <li>• Foreign communication--using a language other than English to communicate in writing or orally</li> <li>• Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc.</li> <li>• Editing written documents for content</li> <li>• Reading comprehension - understanding technical or scientific blueprints and charts</li> <li>• Public speaking</li> </ul> |           |               |

| Physical Demands  | Important | Not Important |
|---|-----------|---------------|
| <ul style="list-style-type: none"> <li>• Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching</li> <li>• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder</li> <li>• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms</li> <li>• Color - Match or discriminate colors</li> <li>• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)</li> <li>• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips</li> <li>• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)</li> <li>• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound</li> <li>• Lifting - raising or lowering an object from one level to another (includes upward pulling)</li> <li>• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)</li> <li>• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)</li> <li>• Reaching - extending the hands and arms in any direction</li> <li>• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people</li> <li>• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight</li> </ul> |           |               |