

**Leon County Public Schools
Classification Specification**

Salary Grade 30

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