

ACESC	Job Description 2023	School Psychology Assistant
Qualifications:	<p>Certificate – Ohio Special Education teacher's certificate</p> <p>Experience – minimum of three years teaching experience in approved programs for children with disabilities. At least one of the three years shall be at the high school level or equivalent experience approved by the Division of Special Education.</p>	
Reporting To:	Director of Special Education Services	
Job Goals:	To provide leadership and service on behalf of students with disabilities to maximize educational and employment opportunities by working effectively with students, school personnel, parents and the business community.	
Performance Responsibilities:	<ol style="list-style-type: none"> 1. To assist in the development of written annual goals and instructional objectives for students in the Transition Program. 2. To develop in-school work stations for students in grades nine and ten; 3. To monitor progress of students on in-school work station assignments; 4. To contact community employers for the purpose of securing appropriate jobs for students; 5. To place employable eleventh grade students on half-day community employment assignments; 6. To place employable twelfth grade students on half-day community employment assignments; 7. To monitor progress of students on community employment assignments; <ol style="list-style-type: none"> a) To obtain from community employers written evaluations of student progress; b) To confer with classroom teacher and student concerning written evaluations; 8. To assist member school personnel in improving viable alternatives to community employment assignments when necessary; 9. To maintain appropriate student records with assistance from the classroom teacher (earnings, taxes, etc.); 10. To produce and maintain appropriate records, logs and documentation; 11. To assist improving options for training and/or work experience outside of the school setting: <ol style="list-style-type: none"> a) Work evaluation; work adjustment, b) Temporary sheltered workshops, c) J.V.S. placement; 12. To consult with special education staff regarding employability skills and opportunities for elementary and middle school students; 13. To provide assistance in obtaining services from various local agencies (i.e. BVR, JA, Goodwill) when necessary; 14. To participate in Placement Team and Periodic Review Conferences as appropriate and/or needed; 15. Such other duties as may be assigned by the Director of Special Education and/or Superintendent. 	

**Physical/Mental/
Work Hazards**

Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.

**Travel
Requirements**

Travel to school buildings, city/state agencies and professional meetings as required.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

April 2023