



Classroom Assistant - Esther B. Clark School

Job Summary:

Under the supervision of the Academic Program Manager the Classroom Assistant position requires that the individual assist the classroom teacher and behavior specialist in teaching lessons to individuals or small groups of students with learning and behavioral challenges, work with students on behavior management, supervise recess, and other periods of the day as necessary.

Essential Functions:

- Assist the classroom teacher in presenting and preparing lessons as required.
- Assist the Behavioral Specialist in executing and monitoring the classroom behavior management program.
- Instruct individual and small groups of students in academic or behavioral areas.
- In conjunction with the teacher or behavior specialist, prepare materials, exercises, and reports.
- Attend and participate in weekly staff, team, and CA meetings.
- Attend special education instructional and mental health training seminars.
- Participate in supervising students during class transitions and recess times.
- Document and distribute team notes, conference notes, and parent notes during meetings and as needed
- Punctuality and attendance are of the essence.
- Performs other related duties as required and assigned.

Accountability:

- Ensure that school policies and procedures are carried out.
- Ensure that CA Educational Code is adhered to.
- Adhere to CHC Employee Handbook.
- Ensure the Child Abuse and Neglect Reporting Law is adhered to.
- Protect the confidentiality of client/student and families.

Qualifications/Guidelines:

- At least two years of experience in field related to childcare.

Education/Training:

- BA in either education or a field related to mental health preferred.
- Experience in child supervision necessary.
- Experience in special education school setting with students with learning/behavioral challenges preferred.

Knowledge/Ability/Skills:

- Knowledge of and classroom teaching experience with children who have serious emotional disturbances and learning disabilities.
- Ability to work on an interdisciplinary team.
- Knowledge of basic computer skills in order to communicate via email and to prepare documents on a word processor.



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at Children's Health Council

Physical Requirements:

- Ability to undergo training and implementation of Handle with Care physical restraint procedure.
- Ability to stand and sit for extended periods of time for instruction and supervision.

Special Job Requirements:

- Ability to work certain evenings for scheduled events such as Open House, Achievement Night, and staff training.
- Valid CA driving license.

Contact with Others:

- Ability to communicate clearly in oral and written form.

To apply, please email your cover letter and resume/CV to jobs@chconline.org in Microsoft Word or PDF format.

EBC School 650.322.3065

www.chconline.org

650.326.5530

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