POSITION DESCRIPTION

TITLE: Note Taker (504)
LOCATION: 
REPORTS TO: Program Instructor/Principal
DEPARTMENT: Secondary Special Education

SUMMARY STATEMENT:
Under the supervision of the program instructor and the building principal, the NoteTaker will assist by taking notes on teacher instructions which will then be made available to the student(s).

ESSENTIAL FUNCTIONS:
1. Assist the program instructor by providing teacher instructions in written form for the student(s):
   • Communicate effectively with classroom and program staff.
   • Assist in establishing and maintaining a learning environment as specified by course goals and curriculum outcomes.
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
   • Assist with student's skills to acquire information.
   • Maintain accurate data on student progress.
   • Attend various training sessions as necessary so as to maintain an up-to-date understanding of the student.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (33-66%)</th>
<th>Hearing (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Attendance</td>
<td>Sitting (33-66%)</td>
<td>Walking (33-66%)</td>
</tr>
<tr>
<td>Bending/Stooping (33-66%)</td>
<td>Reaching (33-66%)</td>
<td>Standing (33-66%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Lifting/Carrying Up to 30 lbs. (33-66%)</td>
<td>Writing (66-100%)</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (33-66%)</th>
<th>Written Communication (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Constant Interruptions (66-100%)</td>
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</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Typewriter, telephone, copy machines and all other tools and equipment necessary to perform the essential functions as listed above.
MINIMUM QUALIFICATIONS:
1. Demonstrated ability to write legibly.
2. Demonstrated ability to work with and supervise students.
3. Previous experience and knowledge in working with students and educational techniques.
4. Must be proficient in English, spelling, and grammar, and must be proficient in transferring oral information/instruction into accurate notes.
5. Demonstrated ability to understand student’s hearing loss and the affect of this loss on language and cognitive development.
6. Demonstrated ability for understanding content in major curriculum areas at the secondary levels.
7. Demonstrated ability to encourage independence in students in order to avoid inappropriate dependence on the student/note taker relationship.
8. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
9. Demonstrated ability to operate the office equipment as listed above.
10. Demonstrated ability to work under conditions of constant interruption.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)  
Variable Hrs. Per Day  

PSE: ____________________________ Date: _________________

District: ____________________________ Date: _________________

Revised Date: 12/20/16
Classification: Paraeducators
Class: Class I
Display on Web? Yes

Note Taker (504)