Educational Assistants Policy

An Educational Assistant is an individual employed by the Accessible Education Center (AEC) to work on a one-to-one basis with a student registered with the AEC, whose disability impairment(s) prevents the student from meeting curriculum requirements. An educational assistant may work in the capacity of class assistant, library assistant, lab assistant or as otherwise designated by the AEC Director or a Counselor.

1. Eligibility for an Educational Assistant is determined by the AEC’s Director or Counselors and is determined on a case-by-case basis.

2. Students requesting an Educational Assistant must be registered with the AEC and present documentation of disability impairment(s) which prevent the student from meeting curriculum requirements.

3. Educational Assistants are provided for San José State University curriculum support only and must be requested each semester the service is needed; they are not provided for personal need.

4. The AEC Director or Counselor(s) will make the final determination as to the appropriateness of providing an Educational Assistant. Once approval is granted, the Director or Counselor(s) together with student input will determine the following information as it relates to the job and curriculum:
   - Specific task(s) the educational assistant will perform
   - Specific skills, if any
   - Beginning and end date
   - Job location (i.e.: Library, Science Lab)
   - Number of hours student believes will be needed per day, week or month

5. The AEC will clarify the requirements of the job and will hire and train the Educational Assistant in the provision of the job. Students are encouraged to give individual direction pertaining to the job to their Educational Assistants.

6. Students requesting any adjustments must provide valid justification.

7. Should the student experience a problem with their Educational Assistant they may speak directly with him/her. The student may also meet with the Accommodations Coordinator to work towards a solution.
8. The AEC makes every attempt to hire assistants with qualifications meeting the requirements of the job. In the essence of time, should a qualified assistant not be located after several reasonable attempts, including working with the professor of record, the AEC will provide a trained assistant until an assistant with the specific qualifications is secured.

9. The hiring of an Educational Assistant may be delayed due to a late request or the time of the semester during which a request falls.

10. Students may request that the AEC hire an individual with whom they have previously worked or who they know to possess the skills for the job. The AEC, however, reserves the right to make the final hiring decision.

11. Students and Educational Assistants should exchange phone numbers / e-mail addresses for purposes of communication. All communication (unless otherwise agreed upon by both parties) should be directly related to the coursework or specific job.

12. Students and Educational Assistants must work on campus unless otherwise required by the course curriculum. Off campus locations must be public domain and pre-approved by the AEC.

10. Educational Assistants will not be paid until the student has met with a Counselor and received approval for the service. The student will be responsible for payment for any service rendered by an Educational Assistant prior to this time. The student is responsible for emailing the Accommodations Coordinator confirmation on the number of hours worked. In the absence of an email, the Educational Assistant's payroll may not be processed.

13. The AEC reserves the right to discontinue service if any of the above, or a combination of the above, are violated or abused.