



SPECIAL EDUCATION ASSISTANT

GENERAL RESPONSIBILITIES

Perform responsible human support and paraprofessional work assisting classroom teachers or other professionals to achieve instructional objectives, assisting students with disabilities with achieving established goals and with personal care and mobility.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives.
- Work with individuals, small groups, or large groups as assigned teacher.
- Assist with behavior modification as assigned by teacher.
- Lift, move, and operate adaptive equipment.
- Assist students with personal care tasks, including but not limited to, lavatory, clothing, hygiene, diapering, toileting, and wash-up routines.
- Escort students as assigned by teacher or administrator.
- Assist students with mobility needs such as, lifting and positioning students, lifting in and out of wheelchairs; loading and unloading on the bus; transporting students in and around the school and on field trips.
- Monitor students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment
- Provide programmed practice activities and repetitions as developed by teacher, therapist, or pathologist.
- Report student concerns directly and expeditiously to teacher and assist with student resolution.
- Assist with breakfast, lunch, snack, including clean-up.
- Maintain various records and files.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the practices, methods and techniques used in the teaching of special education population; ability to maintain files and information; skill in the use of classroom and instructional equipment; ability to operate audio visual, standard office, word and data processing equipment; ability to operate adaptive equipment; ability to establish and maintain effective working relationships with teachers, parents, students, and administrators.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Title I Assistants Only: Must have a minimum of 48 college credits or provide documentation of passing the Paraprofessional Assessment test, or have an Associate's Degree on higher.

Some experience working with students with disabilities.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, stooping, crouching, kneeling, grasping, fingering, repetitive motion, and reaching. Occasional standing crawling, and physical management that includes supporting individuals with impaired weight bearing or unsteady gaits, repositioning individuals in therapeutic equipment: including use of hydraulic lifts to a maximum of 100 pounds with assistance. Ability to lift over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 9/12, 7/20
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