

Job Code 15J  
Level E  
Revised: 6/2019

## **SPECIAL EDUCATION TEACHING ASSISTANT**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- High school diploma or GED **and**;
- An Associate's or higher degree **or**;
- At least two years of study at an institution of higher education **or**;
- Passing score on a skills assessment (ParaPro, ACT Workkeys or Master Teacher's Para Educator Learning Network)
- Possession of CPR and First Aid training certificate upon recommendation for hire

#### **B. DESIRED**

- Previous experience working with individuals with mental, emotional, physical or multiple disabilities
- Two years of related work experience, preferably in a school setting

### **SUMMARY**

Assists the special education teacher in providing individualized instruction and supportive classroom assistance for special education students ranging in ages from 6 to 22, who are mentally, physically or emotionally disabled, or who may have multiple disabilities. Regular attendance is necessary to perform the essential functions of this position.

Reports to: School Principal

### **ESSENTIAL FUNCTIONS**

- Contributes to the planning, implementation and evaluation in the training and instruction of special education students
- Provides for the physical comfort and safety of the special education students
- Provides individualized training of students in eating habits, toileting and bathing. Assists students with usage of proper sanitary measures; assists in the cleaning of soiled students; cleans clothing and provides fresh clothing, if necessary
- Provides assistance in handling, lifting and caring for disabled students. May provide and/or assist in exercise programs established for disabled students
- Provides direct instruction and assistance to students in accordance with guidance plans made in conference with teacher, through demonstration, corrective feedback and innovative methods
- Assists in performance of housekeeping duties, as necessary, and assists in maintenance of an effective and safe classroom environment
- Attends in-services, school and special education faculty meetings and assists by contributing pertinent data and taking notes, as assigned
- Attends other meetings, as required
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### **ESSENTIAL FUNCTIONS – (continued)**

- Maintains confidential files of special education students, answers telephones and provides other clerical services
- Assists with student behavior plans
- Assists with instruction by following I.E.P. objectives and records data
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties, as assigned

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to reach, stoop, twist, bend, pull, lift and carry up to 50 pounds
- Ability and willingness to move around campus, with or without reasonable accommodations
- Ability to communicate effectively, both orally and in writing
- Ability to perform functions from written and oral instructions
- Ability to sit for extended periods of time
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time