



Job Description

Position:	SPECIAL EDUCATION PROGRAM ASSISTANT
Reports To:	Building Principal and Special Education Director
Location:	District Schools
Affiliation:	BESPA Division 1
Pay Rate:	Seniority or Base Rate, per Master Agreement
JOB GOAL:	To assist special education teacher(s) with daily classroom activities in a manner that ensures a functional, well-organized environment which allows special education students full advantage of available materials and resources in order to maximize learning.

MINIMUM QUALIFICATIONS:

1. High school graduate or GED Equivalent (18 years or older).
2. Possess characteristics which verify ability to assist with the instruction and care of handicapped students.
3. Ability to occasionally lift and/or move up to 50 lbs.

PREFERRED QUALIFICATIONS:

1. Associate degree in relevant field, or advanced training in an approved community college or degree-granting institution's special education instructional aide training program.
2. Two (2) years successful experience as a paraprofessional in a special education classroom or equivalent experience and detailed recommendation from supervisor.

Other Relevant Professional/Personal Qualifications:

1. Proven background in both practical and theoretical behavior modification skills.
2. Certification and experience with Crisis Prevention and Intervention (CPI) Training.
3. Certification and experience with First Aid and CPR.
4. Positive attitude and developed interpersonal communication skills, specifically toward students, student programs and staff.
5. Proven skills, knowledge and abilities related to creativity, initiative, independence and ability to adapt to change.

RESPONSIBILITIES:

1. Implement teacher approved plan of instruction to assigned students.
2. Assist the classroom teacher in the implementation of individualized educational programs (IEP) resulting in the attainment of team identified short and long term goals

- in the area of cognitive, psychomotor and affective domains of assigned students.
3. The physical care of students, including daily living activities, toileting, transferring, lifting, feeding or swimming with students.
 4. The management of disruptive students, including the use of trained techniques such as guiders, holds and takedowns.
 5. Maintaining a safe and sanitary environment for all students.
 6. Maintain appropriate supervision of students
 7. Maintain all required records, including those related to student/program records, and submit student reports as directed.
 8. Maintain designated responsibilities for appearance and condition of assigned program areas.
 9. Perform assignments in areas of general program implementation.
 10. Submit reports as required regarding student safety, well-being, concerns, incidents, and personal care services.
 11. Participate in program planning to assist in the development of student instructional plans.
 12. Be familiar with and adhere to district contract, handbook, program procedures, regulations and district policies.
 13. Be responsive and intuitive regarding employers' and students' needs
 14. Supporting medical needs, such as tube feeding.
 15. Implementation and support for PT and OT goals.
 16. Facilitation of transition class to class for students in wheelchairs.
 17. Perform other school related duties and responsibilities as assigned.

EVALUATION: Annually by the Building Principal