



Education Assistant Job Description

Special Education

Descriptors

Position Title: Special Education
Position Classification: Level IV SPED Administrator
Exempt Status: Non-Exempt
Supervisory: No

Department: SPED / Building
Reports To: SPED Supervisor / Building
Revision Date: 1/1/2014

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Assist teachers with implementing learning experiences that advance the intellectual, emotional, social and physical development of special education students within a safe, healthy learning environment.

Essential Duties and Responsibilities

- 45% Instructional Support**
 - Conduct, correct and record tests and quizzes at the direction of classroom teachers
 - Guide and assist students with lessons, computer lab and technology tasks
 - Reinforce concepts already taught in a small group or one-on-one
 - Provide feedback to the teacher on student progress
 - Re-direct students to task at hand
 - Guide students while teacher is absent from the room
 - Compile data and complete reports for 3rd party billing
 - Participate in meetings where communicating and implementing strategies are discussed
 - Assist classroom teachers with learning practice of appropriate behavior/social skills
 - Assist classroom teachers with student developmental and adapted physical education
 - Under the direction of classroom teachers adapt and modify coursework
 - Assist classroom teachers with planning, implementing and assessing instructional media and technology integration
 - Assist classroom teachers with implementing behavior support plan strategies
 - Assist classroom teachers with implementing instructional materials
- Assist students under direction of Occupational Therapy and Physical Therapy
- 20% Student Support**
 - Gather homework assignments for absent students
 - Respond to emergency situations and provide verbal and physical support
 - Escort students throughout the building
 - Make discipline referrals to principal
 - Monitor and redirect students in lunchroom, playground, bus, classrooms and general areas
 - Assist with daily organizational needs
- 10% Program Support**
 - Answer office phone, answer basic questions, direct calls and take messages
 - Track and maintain inventory of supplies
 - Update department files and records
 - Send equipment in for repairs
 - Compile data and complete report for 3rd party billing
 - Sort and file materials
 - Check materials in/out
 - Make copies and laminate items as directed
 - Perform basic word processing
 - Enter data into multi-screen database or spreadsheet
 - Assist in receiving of materials, equipment and payments

5% Clerical Support

- Answer office phone, answer basic questions, direct calls and take messages
- Track and maintain inventory of supplies
- Update department files and records
- Send equipment in for repairs
- Compile data and complete report for 3rd party billing
- Sort and file materials
- Check materials in/out
- Make copies and laminate items as directed
- Perform basic word processing
- Enter data into multi-screen database or spreadsheet
- Assist in receiving of materials, equipment and payments

15% Personal Care Assistance

- Assist student with dressing
- Administer medication and medical needs under direction of nurse
- Assist in physical management of student
- Assist with personal hygiene of students
- Perform student transfer/mobility and positioning assistance
- Provide bathroom assistance and toileting of students

5% Professional Development

- Attend meetings, in-services, and workshops as required

Perform other duties as assigned or requested.

Work Requirements and Characteristics

Education/Certification Requirement:

- High School Diploma or equivalent with 2 years experience working with children, preferably children with disabilities, and demonstrate highly qualified status under NCLB, or
- AA degree with 1 year of experience working with children preferably children with disabilities

Experience:

- Previous experience preferred.

Essential skills required to perform the work:

- Intermediate computer/keyboarding skills
- Basic office equipment knowledge
- Basic internet knowledge
- Advanced reading and writing skills
- Ability to communicate effectively
- Ability to follow written and verbal instructions
- Math skills including addition, subtraction, multiplication and division

- Ability to compute rate, ratio and percentage, draw and interpret bar graphs
- Ability to set priorities and meet deadlines
- Ability to work in a team environment
- Ability to relate to students including those with disabilities
- Basic understanding of IEP's
- Intermediate knowledge of disabilities
- Understanding of IEP's

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, phone system, laminator, copier and calculator
- Utilizes intermediate office software
- Utilizes education software
- Assists with specialized assistive technology equipment
- Assists with special needs equipment such as lifts and wheelchairs

Physical and Mental Requirements

Physical Job Requirements:

- Position requires frequent lifting up to 40lbs
- Position requires standing for an extended amount of time
- Position requires participation in physical education
- Position involves bending and stooping
- Position involves listening, speaking clearly and visual acuity
- Position involves assisting in moving students

Mental Job Requirements:

- Position requires accuracy
- Position requires organization and the ability to prioritize tasks to meet deadlines
- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires flexibility and a willingness to undertake a variety of tasks sometimes at the direction of more than one person
- Position requires handling conflict resolution

Hazardous Working Conditions:

- Normal office conditions
- Exposure to body fluids and airborne pathogens
- Exposure to temperature and weather changes
- Exposure to noise from students
- Potential injury and emotional outbursts from students

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.