Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Number Title:	Special Education Assistant
Pay Schedule:	CASE—Assistant Scale
FLSA Status:	Non-Exempt
Reports to:	Principal and Classroom Teacher

JOB SUMMARY

Assists special education and regular education teachers in creating an atmosphere where it is the expectation that all students can learn.

ESSENTIAL JOB FUNCTIONS

- Assists teacher in providing appropriate learning experiences including individual Education Plan (IEP) goals and objectives for students by working with individual students or small groups to reinforce the work taught by the teacher.
- Assists teachers in providing an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Assists the teacher with preparation and gathering of instructional materials needed each day.
- Assists teacher in maintaining appropriate, accurate, and confidential student records in compliance with various federal, state, and local regulations.
- Assists in supervising students in a variety of school-related settings.
- Assists with self-care of students with disabilities, including duties associated with toileting, personal hygiene, and lifting and positioning of students.
- Assists the teachers with inventorying instructional materials, equipment, and books.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent.
- One of the following is preferred:
  - Completed at least two years of postsecondary study; **or**
  - Obtained an Associate's Degree (or higher); **or**
  - Passed the MSDE approved assessment (ParaPro)
- Experience working with adolescent age students with various disabilities and knowledge of behavior management preferred
- Training in crisis intervention is preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate orally and in writing
- Working knowledge of Microsoft Word
- Ability to utilize interpersonal communication skills
- Outstanding human relation skills
- Ability to prepare and maintain accurate reports and records
- Ability to operate a computer for data entry purposes
- Self –directed, self- motivated, organized and sensitive to timelines and due dates.
- Ability to lift students (50-100 pounds for personal care needs and educational purposes)

PHYSICAL DEMANDS MAY INCLUDE:

Heavy work: Exerting exceptionally strong but not constant physical effort to perform very heavy work typically involving some combination of balance, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive ,motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds frequently and 100 pounds or over occasionally with assistance, visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive and discriminate color, perceive odors and require oral communications

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

BENEFITS

This position is eligible for the following:

- Leave – Sick and Personal (all employees); Vacation (12-month employees),
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Overtime eligible in excess of 40 hours
- Educational Add-On
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary – Assistant Salary Scale

Placement on the salary scale is determined in accordance with the salary placement procedures of Carroll County Public Schools and is based on verified education and relevant experience. Final placement is subject to review and approval by the Human Resources Department.

Carroll County Public Schools has the right to revise this position description at any time, and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

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