



## EDUCATIONAL ASSISTANT (SPECIAL EDUCATION)

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| Supervisor: Coordinator of Special Education | FLSA Status: Non-Exempt                       |
| Department: Special Education Department     | Terms of Employment: 163 Days; 7.75 hours/day |
| Supervises: none                             | Position Type: Full-Time                      |

### Nature of Work

Provides support to the teacher to ensure a safe and stimulating educational environment. Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher. Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.

### Duties and Responsibilities

- Serve under the direction of teacher(s) in an assistant's role to develop the age-appropriate skills of students.
- Supports students in affective as well as cognitive growth.
- Assists in location of or creation of appropriate learning materials.
- Assist teacher in the creation of an appropriate learning environment.
- Assists medically fragile, physically disabled, or developmentally delayed students (e.g. lifting, feeding, toilet training, diapering, tube feeding, colostomy bags, medication, etc.) for the purpose of maintaining students' personal hygiene and immediate healthcare needs.
- Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Escorts students (e.g. bathroom, office, classroom, etc.) for the purpose of ensuring an efficient and safe arrival to and/or from destination.
- Implements under the supervision of assigned teachers, behavioral plans designed by the IEP team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, job skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; assisting in adapting to mainstream classroom(s) and/or work place; and ensuring students success in school.
- Accompany students on field trips when deemed appropriate.
- Extend a skill by attending appropriate in-service meetings, workshops and staff meetings are required.
- Assist with duty relating to playground supervision, cafeteria and bus loading activities.

- Assist with cleanup routine as may be required.
- Exhibits professionalism by maintaining good attendance and adhering to established work schedule.
- Agrees to fulfill performance responsibilities in assigned location(s). Attends required professional development training.
- Exhibits professionalism by maintaining good attendance and adhering to assigned work schedule.
- Adheres to relevant procurement statutes and NM Public Education Department (NMPED) rules in the purchase of goods and services.
- Adheres to applicable NM Public of Education Manual of Procedures (PSAB) and district policy regarding budget accountability.
- Supervises and evaluates assigned personnel for the purpose of ensuring their department and individual performance objectives are met.
- Complies with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
- Safeguards the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
- Working outside of the work schedule may be required.
- Adheres to educational guidelines as defined by the New Mexico Public Education Department.
- Performs such other tasks as may be assigned within the parameters of the job description and job analysis.

#### **Minimum Qualifications**

1. High school diploma or equivalent.
2. Must possess an Associate degree or higher, OR 48 credit hours from an accredited university, OR pass the ParaPro Assessment.
3. Must possess or be eligible to obtain a Level III Educational Assistant license issued by the New Mexico Public Education Department within 90 days of hire.
4. Must pass background check.

#### **Preferred Qualifications**

1. Experience in educational assistance.

#### **Knowledge, Abilities, and Skills**

**Knowledge of:** principles and techniques of K-12 public education.

**Ability to:** solve complex problems, respond to changing priorities, detailed oriented and able to multi-task in high energy environment, ability to work on confidential projects with discretion and professionalism and maintain confidentiality with sensitive information, ability to meet goals and timelines with a high-level of attention to detail.

**Skills in:** analyzing issues, evaluating alternatives, and making logical recommendations based on findings to address concerns and/or make recommendations to improve programs, policies, processes, procedures and methods; processes, procedures and applicable rules and regulations; reading, interpreting, and communicating policies, regulations, and technical information; reviewing, preparing, evaluating, and verifying relevant records, reports, calculations, documentation, and presentations; maintaining complete and accurate records; effectively managing and leading staff, and delegating tasks; interpreting technical instructions and analyzing complex variables; operating a personal computer with installed generic and

specialized software; assessing and prioritizing multiple tasks, projects, and demands to ensure achievement of goals and objectives.

**Licenses and Certifications**

Current NMPED Level III Educational Assistant license or ability to obtain license within 90 days of hire.

**Environmental and Physical Factors:**

Work is performed in a standard office environment. Light physical demands; frequent use of a personal computer and standard office equipment.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Performance of this job will be evaluated in accordance with the provisions of the Cobre Consolidated Schools Board of Education's policy on evaluation of professional personnel.

I accept this position offered and agree to the above job description.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Position will remain open until filled.*

