

JOB DESCRIPTION SPECIAL EDUCATION ASSISTANT

Title: Special Education Assistant

Reports To: Supervisor of Special Education and Pupil Personnel,
Principal, and Teacher.

Employment Status: Full Time/Part Time

FLSA Status: Non-Exempt

Qualifications:

1. High School diploma or equivalent
2. 18 years of age or older and must have and maintain a valid driver's license
3. Must maintain an Educational Aid Permit
4. Must meet Highly Qualified Para-Professional requirements
5. Good health, high moral character and good attendance record
6. Take pride in personal appearance and maintain good personal hygiene
7. Have the ability to organize and carry out classroom procedures
8. Professional tact, diplomacy and flexibility with administrators, staff, teachers, students, parents and the community
9. Knowledge, skills, and experience related to working with children, including children with special needs
10. Must be able to reach, bend, crouch, and kneel and reach
11. Must be able to lift/move 75 pounds such as positioning children or moving/rearranging furniture and carrying materials
12. Must have vision and hearing capabilities to effectively supervise and instruct children
13. Must complete Hepatitis B vaccination series (3) or sign a waiver
14. Must obtain and maintain Bloodborne Pathogens and Clinic Training
15. Must possess and maintain CPR/AED, CPI, and First Aid certifications
16. Meet the legal requirements relative to a criminal background check

General Description:

Work collaboratively with the professional staff in providing special education services to the students

Essential Functions:

1. Ability to establish and maintain a positive and professional relationship with co-workers, students, and parents; cultural sensitivity and ability to relate well and effectively in a diverse workplace and with a diverse client population
2. Check mailbox and e-mail daily
3. Assist in planning and implementing educational programs in the classroom
4. Prepare educational materials for students at the request/direction of the teacher
5. Assist in planning and implementing special activities for the class
6. Work jointly with the teacher and support staff to meet individual needs of students and reinforce skills
7. May require working with children who are medically fragile or terminally ill

JOB DESCRIPTION – SPECIAL EDUCATION ASSISTANT (continued)

8. Implement lesson plans and make adaptations as needed and approved by teacher/therapist
9. Assist with the implementation of behavioral intervention strategies.
10. Assist in the evaluation of student progress.
11. Be proficient in technology that is necessary for normal job duties/responsibilities (i.e., e-mail, website access, computer usage with children, etc.)
12. Attend team meetings throughout the year
13. Participate in parent-teacher conferences as requested
14. Encourage and support students in developing independence
15. Adhere to the philosophy and discipline/behavior management policies in the classroom
16. Take part in professional growth activities (i.e., in-services, ODE trainings, conferences, etc.) in order to keep abreast of improvements, innovativeness and changes in the area of professional responsibility
17. Adhere to established State regulations, local policies and procedures. Follow proper channels in seeking answers to concerns/problems
18. Assist children with personal care needs (i.e., toileting, diapering, positioning, hand washing, feeding, etc.) when needed
19. Assist the teacher in record keeping
20. Travel to meetings and trainings in the area
21. Attend meetings/trainings outside of the regular work hours
22. Duties may require working under time constraints
23. Supervise children and carry out activities in the temporary absence of the teacher
24. Demonstrate professional behavior with a strong adherence to confidentiality
25. Subscribe to the annual evaluation procedure
26. Must complete all additional required district staff development within 60 calendar days of notification.
27. Assist with other duties as assigned by the teacher or building principal and perform other duties pertinent to operation as assigned by the Superintendent or the Superintendent's designee
28. Abide by all Xenia Community School policies

Other Duties and Responsibilities:

1. Must complete all additional required district staff development within 60 calendar days of notification

ADDITIONAL WORKING CONDITIONS:

- **This position is identified in the Xenia Community Schools Bloodborne Pathogens Exposure Control Plan as Designated First Aid Provider. A working condition of this position is occasional exposure to blood, bodily fluids and tissue.**
- **Occasional operation of a motor vehicle under inclement weather conditions**
- **Occasional interaction among unruly children**
- **Occasional interaction with hostile and/or aggressive individuals**

Revised: February 13, 2012