



## Butte Falls School District #91

P.O. Box 228 • 720 Laurel Avenue • Butte Falls, OR 97522  
(541) 865-3563 • fax (541) 865-3217

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**TITLE:** Special Education Assistant I (K-12)

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Principal and/or Designee

### JOB SUMMARY

Assists special education teaching staff in a school setting by performing instructional tasks in large groups, small groups and one-on-one settings, record keeping, and supervision. Performs duties with direct supervision.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follows and maintains knowledge of applicable District policy and procedures.
- Works directly with students with a variety of special needs.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Assists students with tracking assignments and managing behaviors.
- Assists with the physical needs of students (carrying books, clearing access ways, etc.)
- Escorts and supervises assigned students in various activities (music, PE, recess, library, etc.).
- Implements and tracks Individual Education Plan (IEP) data as provided by teacher.
- Prepares breakfast and/or lunch as required for special education students.
- Models appropriate behavior in various social settings.
- Presents subject matter to students, utilizing variety of methods and techniques such as lecture, discussion and supervised role playing as directed by the teacher.
- Confers with teaching staff on progress of students.
- Tests and evaluates students' abilities and progress as directed by the teacher.
- Assists staff with record keeping, copying, filing, grading assignments, data entry and taking attendance.
- Assists with IEP meeting preparation.
- Attend IEP meeting as required.
- Coordinate scheduling of testing.
- Researches, creates, inputs, formats, organizes and edits relevant data as needed or requested and prepares in a usable format.
- Monitors and assists students as needed.
- Assists with loading and unloading students from buses, greet students when they arrive.
- Assists the teacher or director in developing educational materials (copying, typing, laminating, etc.)
- Follows prescribed daily schedule as outlined by the building administrator or designee.
- Plans daily activities and instruction for students under the direction of the teacher.
- Assists the teacher or director in the set-up and maintenance of the classroom, materials and supplies.
- Assists the teacher or director with the completion of paperwork.
- Assists the teacher or director, when directed, in communicating with parents.

- Obtains special training as directed to meet unique needs of assigned student(s).
- Participates effectively at regular team meetings with teacher and other support staff using appropriate social skills.
- Supervises a variety of student activities including playground, cafeteria, bus loading and unloading, field trips, hallways and other areas where students gather.
- Administer medications within the scope of District policy and state and federal law, under the direction of licensed staff or building administrator.
- Maintains safe environment for students at all times.
- Problem solves to find solutions to problems between students.
- Assists in providing for the nutritional needs, communication needs, physical restraints of special needs students and administering of student health plans as needed.
- Assists with physical management of students including lifting, moving, positioning, restraining, feeding, and toileting or diapering under direction of teacher.
- Assists special needs students with bodily functions (catheter, feeding tubes, etc.) as necessary. Assist with implementation of medical protocol.
- Provides transition programs, adaptive physical activity, life-skills practice as designed by teacher for special needs students.
- Regular lifting of students weighing more than 50 pounds.
- Keeps appropriate confidentiality as required by law regarding student and staff information.
- Reports safety, sanitary and fire hazards immediately to supervisor.
- Interacts thoughtfully and courteously with students, staff, administrators, and parents and resolves conflict in a professional manner.
- Communicates clearly with coworkers and other staff.
- Dress professionally for the position.
- Provide impeccable customer service.
- Appropriately maintains and secures confidential records and inquiries.
- Professionally represents the school and the District in interactions with parents, community, staff, and students.
- Maintains appropriate certifications and training hours as required.
- Attends work daily as assigned and is punctual.
- Adheres to daily schedule.
- Responsible for supervising students and assisting in maintaining a safe environment.
- Assists office staff and teachers as necessary including answering telephones, routing telephone calls or messages to appropriate staff and operating general office machinery including photocopy machine, computer and fax machine.
- Performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
- Fills out and processes purchase orders.
- Fills out communication log(s).
- Washes and dries children's clothing as needed.
- General cleaning includes washing dishes, vacuuming and sanitizing.
- Attend in-service trainings.
- Attends staff meetings.
- Completes online training courses as required.
- Mandatory reporter for suspected child abuse to the Child Welfare Office or a law enforcement agency as obligated by law. If you suspect a known child in the district is being abused, you must also report it to your supervisor.

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The equivalent combination of experience, training, certification, education or degree that provides the required knowledge, skills and abilities may be used as an alternative to prerequisites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must pass pre-employment drug testing.*

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current Federal Department of Education requirements. Prior successful experience working in a school setting or with special needs students strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with special needs students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Technology Skills:** General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, and word processing software. MS Office Suite (Word, Excel, PowerPoint) strongly preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions. Ability to pass background check and drug screening.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current Federal Department of Education certification requirements. Ability to obtain a valid CPR/First Aid card, Oregon Drivers License, and Oregon Food Handler card.

## PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently required to walk; stand; use hands for fine manipulation, handle or feel and reach with hands and arms.
- Occasionally required to stoop, kneel, crouch or crawl.
- Regularly required to talk, hear, and listen.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision.
- Regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually low to moderate, but occasionally high depending upon equipment or tools being used. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

*Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.*

The District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the District to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the District's goals.

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### **EQUAL OPPORTUNITY EMPLOYER:**

The District recognizes the diversity and worth of all individuals and groups. It is the policy of the District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

### **EMPLOYEE STATEMENT:**

*I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).*

**Employee Signature:**

**Date:**

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**Superintendent/Designee Signature:**

**Date:**

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