

CLASSIFICATION DESCRIPTION

Special Education Assistant Student Specific

<u>Title of Immediate Supervisor:</u> Teacher	<u>Department:</u> Special Education	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Educational Assistants, Addendum A, Wages

General Summary or Purpose Of Job:

Assists special education students, frequently one student, with instruction, food service, transportation, safety, behavior, community activities, and related issues.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Assists students with instruction in academics, in order to meet IEP goals. Plans interesting lessons with the supervising teacher.	Daily 35%
2.	Supervises students during breakfast and lunch. Assists students with obtaining breakfast foods and utensils from the cafeteria. Ensures that everything needed for a nutritious meal is available for students. Assists students in obtaining food from the serving line, and that the student receives balanced meals. Monitors student behavior and safety issues. Supervises the after-meal clean up. Occasionally, assists with incidental food preparation and sales, such as baking and selling cookies for fund raisers.	Daily 25%
3.	Supervises the arrival and leaving of students. Meets the school bus and ensures that students arrive at the classroom safely; assists students with departing on the school bus. Assists with the removal, as well as dressing, of outdoor clothing. Ensures that communications between home and the school are sent and received.	Daily 20%
4.	Supervises students attending grade-level classes. Ensures that students maintain appropriate behavior. Assists students with any work that must be completed.	Daily 10%
5.	Supervises students on field trips in the community. Assists students in maintaining behavior. Monitors the safety of students while on field trips.	Weekly 5%
6.	Assists students with miscellaneous activities such as implementing fine-motor activities in order to meet Individual Education Plan (IEP) goals, assisting students with swimming activities, or assisting students with the use and care of recycling bins.	Daily 5%

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7.	Performs other duties of a comparable level or type.	As required
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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or a GED certificate; or an equivalent combination of education or training necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

None required upon entry.

Knowledge Requirements:

Requires knowledge of:

- CPR, First Aid and CPI.
- Blood-borne pathogens.
- Student behavior management.

Skill Requirements:

Skilled in:

- Working with children with special needs.
- Teamwork, and working in a team situation.
- Ability to accurately record student information and incidents.
- Ability to assist in the preparation of various academic lessons.
- Ability to supervise students in various areas and circumstances.
- Skill in making presentations, such as reading stories and presenting lessons, to students.

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Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear			√	
Taste and smell		√		
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work is occasionally performed in outdoor weather conditions when loading and unloading students onto or from school buses.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

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Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting