



CLASSIFICATION DESCRIPTION

TITLE: Special Education Program Assistant

<u>Title of Immediate Supervisor:</u> Special Education Teacher	<u>Department:</u> Special Services	<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 the instructional staff, as well as specialists, in providing for the educational, physical, safety, and general life skills development of special needs students.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Assists students with general education skills such as writing, English, mathematics, and basic finances. Facilitates lesson completion. Makes adjustments on work assignments for students, as directed by the teacher. Works directly on instruction with students in the special education classroom, as well as in the mainstream classroom, using the assigned curriculum.	Daily 30%
2.	Assists students in meeting Individual Education Plan (I.E.P.) goals. Provides for the scheduling and organizational needs of students in the program. Documents students' progress, including academics, on daily reports.	Weekly 25%
3.	Assists various skilled professional staff, such as occupational therapists, physical therapists, speech therapists and adaptive physical education teachers in helping students to meet their goals.	Daily 20%
4.	Provides supervision to students arriving and departing on school buses. Supervises student behavior in resource rooms, Level III rooms, as well as in regular mainstream classrooms. Provides for a safe working environment for students in various school programs. Works with students lacking in basic safety skills.	Daily 10%
5.	Assists students with feeding and changing of clothes, including undergarments. Assists students in learning personal care skills, such as brushing teeth, combing hair, and washing.	Daily 10%



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6.	Assists students in learning about basic life skills, such as bus transportation, grocery shopping, using money, using vending machines, and so forth, by accompanying them into the community. Encourages interaction between students with special needs and their peers.	Weekly 5%
7.	Performs other duties of a comparable level or type.	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- High school diploma or equivalent
- Experience as a teacher's assistant in a teaching environment in or outside a school system or related childcare work
- 60 semester credits or 90 quarter credits of college or a passing score on the ParaPro Assessment

Certification or Licensing Requirements (prior to job entry):

None required upon entry.

Knowledge Requirements:

Requires knowledge of:

- CPR and first aid.
- General knowledge of physically and mentally disabling conditions.
- Crisis prevention intervention (C.P.I.)

Skill Requirements:

Skilled in:

- Some ability to swim.
- Some ability to sign to hearing-impaired and deaf students.
- Skilled in using general office equipment, such as copiers.
- Skilled in behavior management.
- Ability to be patient with 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 generally performed in normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Occasionally, work is performed in outdoor weather conditions, such as supervising students as they load onto and unload from school buses, and work is occasionally performed in wet or humid conditions when assisting students with swimming activities.

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.



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<u>Vision Requirements:</u> 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		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting. Update 3-19-18 by HR