



CLASSIFICATION DESCRIPTION

DULUTH
PUBLIC
SCHOOLS

TITLE: Building-Wide Special Education Assistant

Title of Immediate Supervisor: Principal; Special Education Teacher	Department: Special Services	FLSA Status: Exempt
Accountable For (Job Titles):		Pay Grade Assignment: Educational Assistants, Addendum A, Wages

General Summary or Purpose Of Job:

Assists special education teachers with meeting the educational, emotional, and physical needs of special needs children and older students. Assists in guiding the student through various daily activities by utilizing a balanced approach to learning that supports age and grade appropriate behavior and thinking. Assists in implementing the Individual Education Plan (IEP).

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Assists with the educational needs and the goals of the teaching staff using prescribed methods. Utilizes the formal setting, including technical settings, to informally adapt to the special learning needs of individual students. Conducts regular assessment of student progress within a session or a class, and adjusts lessons accordingly. Assists students with using computer-based instructional activities. Provides guidance for groups of students with special needs.	Daily 30%
2.	Monitors and manages student behavior, as needed. Sets fair and attainable goals to achieve desired results. Defines limits and expresses the expectations for the student. Develops an understanding of cause and effect with students through rewards and consequences. Acts with fairness and expediency. Shapes behavior patterns to conform to good learning situations for all students. Assists students with peer relationships. Enforces classroom rules and District policies. Discourages unruly and physically threatening behavior, while keeping students on task.	Daily 20%
3.	With teacher approval, simplifies, adapts and refines teacher-supplied curriculum, in order to assist students with learning.	Daily 15%
4.	Fosters an open line of communication with teachers and other staff, and students. Listens to the messages of others. Discerns basic needs, reports on progress to teachers, and assists others.	Daily 10%



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5.	Guides and ensures student safety, as well as their ability to remain in a mainstream learning environment. Monitors students' presence in classroom settings and movements between rooms and other areas.	Daily 10%
6.	Encourages and assists in the daily personal maintenance of students in all phases of personal interaction, including eating, clean up, physical activities, transportation, washing, dressing, toileting, and preparing students for classroom work. Logs information about children's bathroom activities. Assists wheelchair-bound students from the bus to the classroom, guiding the wheelchair through halls, elevators, and classrooms. Assists with the placements of SMO's and splints. Assists students from chairs to walkers and swings.	Daily 10%
7.	Administers medications, including inhalers and epi-pens. Consults with the school nurse regarding medications. Logs information about administering medications. Checks food to ensure that students, with known food allergies, do not have an allergic reaction.	Daily 5%
8.	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)

Requires a minimum of a high school diploma or GED; 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.
- Allergies and allergic reactions.
- Various disabilities.
- Basic knowledge to assist students with mathematics, reading, science and other subject areas.
- General knowledge of transporting special needs students.



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Skill Requirements:

Skilled in:

- Working with special needs students.
- Student behavior management and crisis intervention; ability to work with emotionally unstable students.
- Written and verbal communication skills, including writing progress reports.
- Excellent interpersonal skills.
- Using computers for instructional purposes.
- The proper lifting and moving of students, especially transferring students to and from wheelchairs and using transfer belts.
- Assisting students with SMO's and splints.
- Ability to assist students with mechanical and manual equipment used in classroom activities.
- Administering medications, including inhalers and epi-pens.
- Ability to assist students with bath rooming activities.
- Handling safety issues, especially bodily fluids.
- Ability to follow and implement and Individual Educational Plans (IEP)
- Ability to interpret the student policy handbook.
- Ability to outline and prepare daily lessons.
- Ability to work with teachers in diverse subject areas.

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. Occasionally, work in



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performed in outdoor weather conditions, such as assisting students off and on 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. Assistants are sometimes required to lift or assist others in lifting students.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	✓	
Close Vision (20 in. or less)		
Distance Vision (20 ft. or more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

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