



Greater Albany Public Schools

Special Education Assistant

Structured Support / BIC

Salary Level: See current CBA

Reports to: Special Programs Coordinator and/or Building Principals

Work Calendar: 181 (elementary) or 183 (secondary) days

Classification: Classified

Location: Varies

Shift: Varies

Position Description

The purpose of this position is to support students with moderate to severe behavior and mental health needs learn skills for school success.

Responsibilities:

- Applies a variety of behavioral approaches as outlined by certified staff in supporting improvement in student behavior.
- Assists the designated teacher(s) with individual and group supervision and behavior management of students.
- Assists in developing and carrying out individual programs of instruction and support for designated students under direct supervision of the teacher.
- Contributes to a positive classroom environment by working closely with the teacher and other classified team members.
- Observes, collects data, and records student progress as directed by the teacher.
- Supervises setting up and clean-up before and after activities.
- Prepares and organizes instructional materials as directed.
- Assists with student supervision as needed.
- Communicates effectively (both orally and in writing) and positively with students, classroom staff and other related service providers.
- Demonstrates strong organizational skills, close attention to detail, and appropriate handling of confidential information.
- Follows established program procedures with minimal oversight.
- Supports the positive behavior of students in the classroom.
- Ability to honor professional ethics and confidentiality.
- Uses instructional time effectively and efficiently as requested by teacher, including non-student contact time with minimal oversight.
- Responsible for materials preparation, record keeping and clerical work.
- Engages in meaningful and appropriate professional development opportunities and incorporates feedback and professional learning into practice.
- Demonstrates knowledge of legal and ethical rights and responsibilities.
- Demonstrates a positive attitude, flexibility and enthusiasm.
- Is punctual and maintains regular attendance.
- Other duties as assigned.

Minimum Requirements:

- High School Diploma, GED, or an equivalent combination of education, skills, and experience.

Desired Qualifications:

- At least one-year experience working with behaviorally challenging students and/or students with significant learning needs preferred.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to walk, sit, and reach with hands and arms. The employee will be required to restrain a student and/or provide physical assistance for extended periods of time.

The employee must occasionally lift 50 pounds and/or move more than 100 pounds. Work with students who may exhibit aggressive assaultive behavior, as required of specific job assignments.

Workplace Expectations: The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or your safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

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. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

CANDIDATE STATEMENT: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate Signature

Date